

HOLIDAY REQUEST/ABSENCE FORM

PLEASE CIRCLE THE COMPANY AND DEPARTMENT YOU WORK AT

GARRARD pvc/ ali/ vs or LINKLIFE pvc/ ali/ vs Driver Office

Please complete this form before you go on holiday and if you are absent, please fill it in on your first day back at work.

DO NOT BOOK FLIGHTS ETC. BEFORE HOLIDAY DATES HAVE BEEN CONFIRMED BY YOUR MANAGER

Name: _____

First day of absence/holiday: _____

Last day of absence/holiday: _____

Reason for absence: **Paid holiday/Unpaid holiday (agreed by manager)/Sickness OR other absence (reason to be given if other absence)** _____ -

Total number holiday days: _____

Number of unpaid holiday day: _____

Number of holiday days remaining: _____

Employee signature: _____

Manager signature: _____

Please complete overleaf if you have been off sick for any period of time.

If you are off sick for more than 7 days you will be required to show a doctor's note. (Original to be copied by AG or NW) and given back to employee

2018

2019

January Wk Mo Tu We Th Fr Sa Su 1 1 2 3 4 5 6 7 2 8 9 10 11 12 13 14 3 15 16 17 18 19 20 21 4 22 23 24 25 26 27 28 5 29 30 31	February Wk Mo Tu We Th Fr Sa Su 5 1 2 3 4 5 6 7 6 8 9 10 11 12 13 14 7 15 16 17 18 19 20 21 8 22 23 24 25 26 27 28 9 29 28 27	March Wk Mo Tu We Th Fr Sa Su 9 1 2 3 4 5 6 7 10 8 9 10 11 12 13 14 11 15 16 17 18 19 20 21 12 22 23 24 25 26 27 28 13 29 28 27 26 25 24 23 30 31	January Wk Mo Tu We Th Fr Sa Su 1 1 2 3 4 5 6 7 2 8 9 10 11 12 13 14 3 15 16 17 18 19 20 21 4 22 23 24 25 26 27 28 5 29 30 31	February Wk Mo Tu We Th Fr Sa Su 5 1 2 3 4 5 6 7 6 8 9 10 11 12 13 14 7 15 16 17 18 19 20 21 8 22 23 24 25 26 27 28 9 29 28 27	March Wk Mo Tu We Th Fr Sa Su 9 1 2 3 4 5 6 7 10 8 9 10 11 12 13 14 11 15 16 17 18 19 20 21 12 22 23 24 25 26 27 28 13 29 28 27 26 25 24 23 30 31
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Bank holidays 2018 (UK)

1st Jan. New Year's Day	7th May Early May Bank Holiday	25th Dec. Christmas Day
30th March Good Friday	28th May Spring Bank Holiday	26th Dec. Boxing Day
2nd April Easter Monday	27th Aug. August Bank Holiday	

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Bank holidays 2019 (UK)

1st Jan. New Year's Day	6th May Early May Bank Holiday	25th Dec. Christmas Day
19th April Good Friday	27th May Spring Bank Holiday	26th Dec. Boxing Day
22nd April Easter Monday	26th Aug. August Bank Holiday	

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Office use: day 1-3 = none, 4-7 = self cert, over 7 = dr note

Employee's statement of sickness – completed by employee and manager on the first day back to work.

Surname: _____

First name(s): _____

Date of Birth: _____

About your sickness. Please give a brief description:

What date did your sickness begin: _____

What date did your sickness end: _____

The dates you put in may be days you do not normally work. If you are sick for more than seven days, you will be required to provide a doctor's note.

What date did you last work before your sickness began: _____

What time did you finish work on that date: _____

Was your sickness caused by an accident at work or an industrial disease: YES NO

(If yes please complete the accident book your manager will have)

Is there anything your line manager/company can do to assist you: YES NO

Your signature: _____

To be completed by your manager:

Confirm your employee is fit for work: YES NO

Manager's signature: _____