

## APPLICATION FOR HOLIDAY

On completion, please fax to the office on +44 1482 679091.

**Name:** \_\_\_\_\_

**Leave From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **(inclusive)**

**Signed:** \_\_\_\_\_  
**Bostonair Employee**

**Signed:** \_\_\_\_\_  
**Dept Manager**

**Signed:** \_\_\_\_\_  
**Bostonair Representative**

The employee is entitled to 20 working days holiday per year for which entitlement shall accrue monthly, plus the local public holidays falling on a working day. Timing of the annual holiday entitlement is to be in accordance with the operating requirements of the employer and subject to their consent.

It is imperative that all employees fill out the above form and get the authorisation from their department manager required prior to taking any holiday.

It is the responsibility of the employee to make their own holiday travel arrangements.