

SOURCE

HR & RECRUITMENT

Request for Leave

If you are requesting annual leave such as holiday, sick or bereavement leave you must complete this form and return it to your consultant or accounts@sourcehr.co.nz

ANNUAL LEAVE

1 Source Hr & Recruitment must be informed of all annual leave prior to it being taken and if in a current assignment, the client's permission and full agreement must be obtained.

2. As per the Holidays Act 2003, if you have been employed by Source Hr & Recruitment for twelve (12) months, you will be entitled to four (4) weeks paid leave (paid at the greater of your ordinary weekly pay or your average weekly earnings for the previous 12 months), reduced by any leave taken in advance.

3. If you have NOT been employed by Source Hr & Recruitment for twelve (12) months but you have accrued holiday pay, you may apply for **pay in advance of entitlement** (which will equate to approximately 8% of your earnings for the period) with the agreement of the Divisional Manager of Source Hr & Recruitment.

Today's Date: _____

Employee Name: _____

Please tick the relevant section and complete:

Holiday/Annual Leave

Last day of work before leave: _____ Date returning to work? _____

Total number of work days absent? _____

How many hours of annual leave are you requesting? _____

Total Annual Leave (Check this box if you are requesting all holiday pay without resignation)

Sick Leave

I wish to apply for _____ day/s sick leave Date: _____

*if you are sick for three or more consecutive days, Source Hr & Recruitment may require a medical certificate before your leave will be approved.

Bereavement Leave

I wish to take _____ day/s bereavement leave. Date: _____

Are you on a contribution holiday from KiwiSaver YES NO

Signature of Temporary Employee _____

Signature of Source HR Consultant/Manager _____