



REQUEST FOR VACATION, COMPENSATORY TIME OFF, OR FREE DAY TO REDUCE WORKING HOURS

1. General information

Applicant information

First Name and Last Name

Work days

Monday

Tuesday

Wednesday

Thursday

Friday

Cover information

Do you have a cover during your absence?

Yes

Cover's name

No

More information

Supervisor's name

Documentation email address

Type of request

What are you requesting?

Vacation (*continues in [section 2a](#)*)

Compensatory time off (*continues in [section 2b](#)*)

Free day to reduce working hours (*for civil servants only, continues in [section 2c](#)*)

2a. Vacation request

Current number of vacation days			Days
Planned vacation			
from	to	=	Days
from	to	=	Days
Remaining time			Days

continues in [section 3](#)

2b. Request for compensatory time off

Current balance (according to time card)			Time units
Planned compensatory time off			
from	to	=	Time units
from	to	=	Time units
Remaining time			Time units

continues in [section 3](#)

2c. Request for free day to reduce working hours (for civil servants only)

Date

3. Consent of cover

Yes, I will cover No selection

No, I cannot cover

4. Consent of supervisor

Yes, I hereby approve the request for the above-mentioned period No selection

No, I hereby reject the request for the above-mentioned period because:

Vacation can be rejected only with good reason and with the consent of the Staff Council. Therefore, you must provide a reason for not approving the application and forward both application and justification to the Department of Human Resources.