MetronHR

Holiday request

Request for annual leave, special leave or unpaid leave

Personal details

Surname, first name

Department / team

Employee number

Period requested

From (first day of leave) To (last day of leave)

Number of working days requested

- ☐ Annual leave under section 1 BUrlG
- ☐ Special leave (please state the reason): _____
- ☐ Unpaid leave
- ☐ Reducing overtime / time off in lieu

Cover

The person covering has been informed and will take over the ongoing tasks for the period stated.

Name of the person covering

Handover on

Holiday account

To be completed by the business. Under section 3 BUrlG the statutory minimum leave is 24 working days based on a six-day week, which equals 20 working days based on a five-day week.

Annual entitlement Already taken Remaining before this request

Remaining after approval

Decision

- ☐ Approved
- ☐ Declined, reason: _____

Note: the employer must take leave requests into account unless urgent operational needs or the requests of other employees who take social priority stand in the way (section 7 (1) BUrlG). Leave not taken generally lapses at the end of the year; carrying it over to 31 March of the following year requires operational or personal reasons (section 7 (3) BUrlG). Under the case law of the Federal Labour Court, leave only lapses if the employer has pointed out the lapse beforehand. This English version is provided for convenience. German law applies, and the statutes cited are German law. Where a German version is signed as well, the German version prevails.

Date, employee signature

Date, manager signature