



Leave request form

Please complete this form and submit it to your VGC labour manager for authorisation. This is required for workforce planning purposes.

Please give at least two weeks' notice where possible if you plan to be absent from work.

Full name:

Works no:

Dates

From: (*first date of absence*) Date: Month: Year:

To: (*last date of absence*) Date: Month: Year:

Total number of days absent from work:

I will return to work on: Date: Month: Year:

PAYE staff only:

You will be paid your annual leave entitlement when you take your holiday. Payments will be made in the same way as weekly wage payments (paid on the Friday after the week the annual leave was taken). If you have any questions please contact your VGC labour manager.

Coronavirus (COVID-19): travel corridors

Please be aware that you will need to isolate when you return from certain countries. Please make sure you check the website below before you travel, as you will not be allowed to return to site until this isolation period is over.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors##countries-and-territories-with-no-self-isolation-on-arrival-in-england>

If you need to quarantine when you return to the UK, the 14 days of self-isolation must be taken as annual leave. When you request holiday, make sure you allow enough time for your holiday away plus the self-isolation period.

Please let us know which country (or countries) you are going to:

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If you're staying in Britain, just put 'UK'; otherwise, please let us know which countries you will visit.

For completion by VGC labour manager

I authorise /do not authorise the above-named worker to take the requested leave / absence.

VGC labour manager name:

VGC labour manager signature:

Date: