

Annual Leave / Flexible Working

We are putting in place a short notice period for the period from 20 November 2022 to 18 December 2022. Employees must give their <<Departmental Manager or HR Manager>> at least <<number of days>> days notice where they wish to take time off. Employees may take up to <<number of days>> days of annual leave or flexible working time per week during this World Cup period. [<<Enter rules for limits upon the hours of annual leave (holiday).>>]

If you are taking annual leave or working flexibly to support the business, please refer to the [official FIFA website with the times and dates of the matches](#), to help you decide which matches you wish to take time off for.

Option 1: Annual Leave

Please add the date you would like to take off in the second column. Put a tick by the day or half day option in the third column. If your request is approved, your line manager will fill in the fourth and fifth columns.

Option 2: Flexible Working

Please add the date you would like to work flexibly in the second column. Put a tick by the appropriate week, using DD/MM format. Then put a tick by the day or half day option in the third column. If your request is approved, your line manager will fill in the fourth and fifth columns.

Please return the form as soon as possible to your <<Departmental Manager or HR Manager>>. We will evaluate all the requests identified as to whether your request has been approved. The allocation of annual leave (holiday) or flexible working with this short notice period arrangement will be entirely at the discretion of the management.

Employees may take up to <<number of days>> days of annual leave or flexible working time per week during this World Cup period. [<<Enter rules for limits upon the hours of annual leave (holiday).>>]

If you are taking annual leave or working flexibly to support the business, please refer to the [official FIFA website with the times and dates of the matches](#), to help you decide which matches you wish to take time off for.

Please add the date you would like to take off in the second column. Put a tick by the day or half day option in the third column. If your request is approved, your line manager will fill in the fourth and fifth columns.

Please add the date you would like to work flexibly in the second column. Put a tick by the appropriate week, using DD/MM format. Then put a tick by the day or half day option in the third column. If your request is approved, your line manager will fill in the fourth and fifth columns.

Please return the form as soon as possible to your <<Departmental Manager or HR Manager>>. We will evaluate all the requests identified as to whether your request has been approved. The allocation of annual leave (holiday) or flexible working with this short notice period arrangement will be entirely at the discretion of the management.

S
A
M
P
L
E

FIFA World Cup 2022 Request for Annual Leave (Holiday)

Employee Name:	
Employee No.:	

Week of Leave	Date (DD/MM)	Day	Approved By	Signature
Week 1 21/11 to 27/11		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
Week 2 28/11 to 04/12		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
Week 3 05/12 to 11/12		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
Week 4 12/12 to 18/12		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

FIFA World Cup 2022 Request for Flexible Working

Employee Name:	
----------------	--

S
A
M
P
L
E

Employee No.:		Line Manager:	
---------------	--	---------------	--

Week	Date (DD/MM)	No. of Hours		is to be Made Up	Signature	Approved By
Week 1 21/11 to 27/11						
Week 2 28/11 to 04/12						
Week 3 05/12 to 11/12						
Week 4 12/12 to 18/12						