FIFA World Cup 2022 Short No

Annual Leave / Flexible Working

We are putting in place a short notice period for a period from 20 November 2022 to 18 December 20 << Departmental Manager or HR Manager>> at a Employees may take up to << number of days>> days Cup period. [<< Enter rules for limits upon the hours annual leave (holiday).>>]

If you are taking annual leave or working flexibly to dates of the matches, to help you decide which match

Option 1: Annual Leave

Please add the date you would like to take off in th tick by the day or half day option in the third column columns.

Option 2: Flexible Working

Please add the date you would like to work flexibly in the number of hours you will be off work in the te the way you propose to make the time up, for exan Flexible working time must be made up within <<nu will fill in the fifth and sixth columns.

Please return the form as soon as possible to your < in accordance with the needs of the business. You we The allocation of annual leave (holiday) or flexible we at the discretion of the management.

ave (Holiday) / Flexible Working

/or flexible working during the FIFA World Cup 2022 only be used in this period. Employees must give their ys>> days notice where they wish to take time off. ave or flexible working time per week during this World may be taken before employees must take the time as

s a link to the official FIFA website with the times and

ne appropriate week, using DD/MM format. Then put a proved, your line manager will fill in the fourth and fifth

by the appropriate week, using DD/MM format. Then fill umn. In the fourth column, fill in the comment box with ne hour earlier than normal on 23 and 24 November". In g days. If your request is approved, your line manager

er or HR Manager>>. We will evaluate all the requests tified as to whether your request has been approved. with this short notice period arrangement will be entirely

	FIFA World	Cup 2022 R		nnual Leave (Holi 1	day)
mployee Name:			lack		
mployee No.:			\boldsymbol{A}	r:	
Week of Leave	Date (DD/MM)	Day		ved By	Signature
Week 1					
21/11 to 27/11			\mathbf{N}		
Week 2					
28/11 to 04/12					
Week 3					
05/12 to 11/12					
Week 4					
12/12 to 18/12					
	FIFA Wo	orld Cup 20 R		d Flexible Working	g

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Employee No.:

Week	Date (DD/MM)	No. of Hours	
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			

ine Manager:	

e is to be Made Up	Signature	Approved By