

Annual Leave / Flexible Working

We are putting in place a short notice period for requests for annual leave or flexible working during the FIFA World Cup 2018 period from 14 June 2018 to 15 July 2018. The short notice period will be used in this period. 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 watch a match, please provide a link to the official [FIFA website with the times and dates of the matches](https://www.fifa.com/worldcup): <https://www.fifa.com/worldcup>

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 in accordance with the needs of the business. You will be notified 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.

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FIFA World Cup 2018

Annual Leave (Holiday)

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Employee Name:

Employee No.:

er:

Week of Leave	Date (DD/MM)	Day
Week 1 11/06 to 17/06		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Week 2 18/06 to 24/06		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Week 3 25/06 to 01/07		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Week 4 02/07 to 08/07		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Week 5 09/07 to 15/07		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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Signature

d Flexible Working

Employee Name:	
Employee No.:	

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Week	Date (DD/MM)	No. of Hours	
Week 1 11/06 to 17/06			
Week 2 18/06 to 24/06			
Week 3 25/06 to 01/07			
Week 4 02/07 to 08/07			
Week 5 09/07 to 15/07			

[illegible]

SAMPLE