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Carreira Industrial Personnel GmbH  
Personalabteilung  
Kardinal-Galen-Ring 203  
48429 Rheine  
**DEUTSCHLAND (GERMANY)**

**Application for time off / holiday**

Surname, Given Name: \_\_\_\_\_

I hereby apply for:

- Holiday** from \_\_\_\_\_ to \_\_\_\_\_
- Time balance** from \_\_\_\_\_ to \_\_\_\_\_
- Unpaid leave period** from \_\_\_\_\_ to \_\_\_\_\_

Reason for unpaid leave: \_\_\_\_\_

- Special leave** on \_\_\_\_\_

Reason for special leave (please enclose proof): \_\_\_\_\_

Note: Time balance / holiday must be requested at least 2 weeks in advance, i.e. written approval from the employer is required prior to commencing time balance/ holiday.

\_\_\_\_\_  
Datum

  
\_\_\_\_\_  
Signature Employee

\_\_\_\_\_  
Signature Employer  
Personnel Disposition