



Alpha Personnel Recruitment Limited
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ANNUAL LEAVE APPLICATION FORM

- Alpha Recruitment must be informed of all annual leave prior to it being taken and if in a current assignment, the client's permission and full agreement must be obtained.
- As per the Holidays Act 2003, if you have been employed by Alpha Recruitment for twelve (12) months, you will be entitled to four (4) weeks paid leave (paid at the greater of your ordinary weekly pay or your average weekly earnings for the previous 12 months), reduced by any leave taken in advance.
- If you have NOT been employed by Alpha Recruitment for twelve (12) months but you have accrued holiday pay, you may apply for **pay in advance of entitlement** (which will equate to approximately 8% of your earnings for the period) with the agreement of a Director of Alpha Recruitment.

All holidays must be approved two weeks in advance.

Date:	_____
Temporary Employee Name:	_____
Client Company Name:	_____
Reporting to:	_____
Last day of work before annual leave:	_____
Date returning to work:	_____
Total number of workdays absent:	_____
Are you requesting annual leave pay?	YES <input type="checkbox"/> NO <input type="checkbox"/>
NOTE: Payment is subject to approval by the Managing Director of Alpha Personnel Recruitment Ltd.	
Signature of Temporary Employee:	_____

FOR OFFICE USE ONLY

Date:	_____
Consultant's Signature:	_____
Admin Schedule Check:	_____
Director's Signature:	_____
Payroll Entry Date:	_____