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## Notification of Resignation/Annual Leave

If you are Resigning from Alpha Personnel Recruitment Ltd, please complete **SECTION A**. If you are requesting Annual Leave, please complete **SECTION B**.

### **SECTION A (Resignation)**

Please accept this as a formal notification that I am resigning from Alpha Personnel Recruitment Ltd.

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Resignation/ last day of work:

\_\_\_\_\_

Reason for resigning from Alpha Recruitment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting your total annual leave pay?

YES  NO

### **SECTION B (Annual Leave)**

1. 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.

2. 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.

3. 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 Ltd.

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Last day of work before annual leave:

\_\_\_\_\_

Date returning to work?

\_\_\_\_\_

Total number of work days absent?

Are you on a contribution holiday from your KiwiSaver

scheme? YES  NO

How many hours of annual leave pay are you requesting?

Total Annual Leave

NOTE: Payment is subject to approval by the Managing Director of Alpha Personnel Recruitment Ltd.

**Signature of Temporary Employee:** \_\_\_\_\_