

# TRIANGLE recruitment

## Request for Leave

If you are requesting annual leave such as holiday, sick or bereavement leave you must complete this form and return it to your consultant or [reception@trianglerecruitment.co.nz](mailto:reception@trianglerecruitment.co.nz)

### **ANNUAL LEAVE**

- 1 Triangle 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 Triangle 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 Triangle 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 the Divisional Manager of Triangle Recruitment.

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

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

Please tick the relevant section and complete:

### ☐ **Holiday/Annual Leave**

Last day of work before leave: \_\_\_\_\_ Date returning to work? \_\_\_\_\_

Total number of work days absent? \_\_\_\_\_

How many hours of annual leave are you requesting? \_\_\_\_\_

☐ Total Annual Leave (Check this box if you are requesting all holiday pay without resignation)

### ☐ **Sick Leave**

I wish to apply for \_\_\_\_\_ day/s sick leave

\*if you are sick for three or more consecutive days Triangle Recruitment may require a medical certificate before your leave will be approved.

### ☐ **Bereavement Leave**

I wish to take \_\_\_\_\_ day/s bereavement leave.

Are you on a contribution holiday from KiwiSaver ☐ YES ☐ NO

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

**Signature of Triangle Consultant/Manager** \_\_\_\_\_