

## APPLICATION FOR HOLIDAY

On completion, please fax to the office on + 44 1482 679091.  
or email to [admin@bostonair.co.uk](mailto:admin@bostonair.co.uk)

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

Leave From: \_\_\_\_\_ To: \_\_\_\_\_ (inclusive)

Signed: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Signed: \_\_\_\_\_

The employee is entitled to 20 working days holiday per year for which entitlement shall accrue monthly. Timing of the annual holiday entitlement is to be in accordance with operational requirements.

It is imperative that all employees fill out the above form and get the authorisation from their department manager prior to taking any holiday.

It is the responsibility of the employee to make their own holiday travel arrangements.