

APPLICATION FOR LEAVE AND HEALTH & SAFETY CLEARANCE



I, _____ request and confirm the following:-

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

OPTION 1 – FOR TEMPS IN ONGOING ASSIGNMENTS

THESE HOLIDAY DATES WILL BE PROCESSED ACCORDING TO THE RELEVANT WEEK ENDING AND WILL BE TAXED AT YOUR USUAL RATE.

Leave Date(s) (inclusive) from _____ to _____

Number of Days _____ or Number of Hours _____

If you are unsure of your holiday leave entitlement, please contact Payroll.

OPTION 2 – FOR TEMPS COMPLETING AN ASSIGNMENT – PLEASE DISCUSS WITH YOUR CONSULTANT

THIS PAYMENT WILL BE TREATED AS 'EXTRA PAY' FOR TAX PURPOSES. REFER TO WWW.IRD.GOV.TZ FOR MORE INFORMATION.

I wish to be paid my accrued holiday pay ☐

Final Day of Assignment _____

Holiday pay will be calculated with your final timesheet.

OPTION 3 – FOR TEMPS RESIGNING

THIS PAYMENT WILL BE TREATED AS 'EXTRA PAY' FOR TAX PURPOSES. REFER TO WWW.IRD.GOV.TZ FOR MORE INFORMATION.

I wish to resign from GBL Personnel and would like to be paid my accrued holiday pay ☐

Final Day _____

If you are resigning, holiday pay will be calculated with your final pay.

FINAL PAY ADJUSTMENTS

I authorise GBL Personnel Limited to deduct from my final pay any holiday leave taken in advance, timesheet discrepancies or any unauthorised costs incurred by me whilst on assignment.

HEALTH & SAFETY

I have not had any health & safety concerns while on assignment with GBL Personnel.

Agree ☐ Disagree ☐

If disagree, please specify _____

Signature: _____

Date: _____