HOLIDAY CLAIM FORM

*(Please see below for guidelines)*

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| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Address: |  | | | |
| Annual Leave (Holiday) Dates | | | | |
| From | | To | Number of Weeks | Notes |
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| **Employee’s Signature:** | | | | **Date:** |

# Example

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| Annual Leave (Holiday) Dates | | | |
| From | To | Number of Weeks | Notes |
| **25th March 19** | **29th March 19** | **One week** | **Back to work on April 1st 2019** |
| **20th May 19** | **24th May 19** | **One week** | **Back to work on 27th May 2019** |
| **8th August 19** | **10th August 19** | **3 Days** | **Back to work on 12th August 2019** |

You are entitled to a basic annual paid leave entitlement of **4 weeks**. The annual leave for part-time workers is calculated using **8% of the hours worked** in the leave year, subject to a maximum of 4 working weeks.

There are **9 public holidays** in Ireland each year.

1. New Year's Day
2. Saint Patrick's Day
3. Easter Monday
4. May Day
5. June Bank Holiday
6. August Bank Holiday
7. October Bank Holiday
8. Christmas Day
9. St Stephen's Day

An employee who is required to work on a statutory holiday, shall at his/her option:

* A paid day off within a month of the public holiday
* An additional day of annual leave
* An additional day's pay