**ANNUAL LEAVE:**

Due to the government guidelines in respect of mandatory self-isolation when entering Ireland (the Republic of Ireland and Northern Ireland), the Company has temporarily amended the Annual Leave Policy. It is noted that as per those guidelines all individuals entering the country are required to self-isolate for 14 days. The Company will require employees to declare whether they will be travelling abroad when completing the annual leave form. The employees will also be required to declare their date of return to Ireland. It is noted that no flight, hotel, etc. bookings should be made until employee’s annual leave is approved in writing by their manager in line with business requirements. In line with the government guidelines employees will be required to self-isolate on your return to the country. The absence from work as a result of the same (14 days) will be deemed unauthorised absence and will be unpaid. Unauthorised absences will be subject to the companies absence policy and will result in a disciplinary process with sanctions up to and including dismissal provided for.

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

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_