

Promoting the Use of Annual Leave & Application for Use of Annual Leave

Department		Name	
Co-worker ID		Hire Date	

We want 00000Korea to be a great place to work. We care as much about our co-workers as the development of our business. This is why the Company encourages you to take the annual leave and why any remaining annual leave at the end of 2020 will not be compensated. You can read more about annual leave in our current co-worker handbook.

Please be informed that you have _____ days of unused annual leave as of the 1st of June 2020. This annual leave balance can be adjusted according to any contract changes.

This form is only for planning the use of annual leave. You should talk with your manager to use your annual leave, then request use via 0000000.

I confirm the number of unused leave hours contained in this document hereto, and have stated my plan below to take annual leave in 2020.

If there is a problem with your balance on paper, please confirm with your manager.

Month	Planned leave (date/hours)	Month	Planned leave (date/hours)
Jun	Please fill out your plan after the 1 st of June)	Oct	
Jul		Dec	
Aug		Dec	
Sep			

Co-worker's Signature: _____ Manager's signature: _____

Co-worker's Name: _____ Manager's Name: _____

Date: _____ Date: _____