

## Annual Leave Form

Do you intend to travel to a country outside of Ireland which does not currently appear on the Green List as per current Covid19 Guidelines?

Yes

No

If you selected yes please indicate your return to Ireland date here  
(DD/MM/YY)

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To request annual leave please fill out this form. Please note annual leave should be requested in HOURS and not days. EXAMPLE: If you normally work a 7.5 hour day & want to take two days annual leave you should request 15 hours' annual leave.

### Employee Details

No: 

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 (\*you will find this on your payslip)

First Name: 

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Surname: 

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### Leave Details

Total number of hours requested: 

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Thursday pay date annual leave is to be paid: 

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 (DD/MM/YY)\*\*

Employee’s Signature: \_\_\_\_\_

Date: 

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(DD/MM/YY)

## Notes on new travel guidelines:

If you are arriving from an “orange” or “red” or “grey” region you are to restrict your movements for 14 days, categories are outlined at this link: <https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/#categories-of-passengers-not-requested-to-restrict-their-movements-on-arrival> ).

This period of restricted movement can end if you receive a negative/’not detected’ result from a COVID-19 Polymerase Chain Reaction (PCR) test that has been taken a minimum of five days after your arrival in Ireland. You should wait for your negative test result to be returned before ending the period of restricted movements.

Should you travel to an “orange” region, you will need a negative/’not detected’ result from a COVID-19 PCR test which can be taken during the three days before returning to Ireland. You will be requested to have supporting evidence of the negative test in your possession.

Without evidence of a negative test either 72 hours before arriving in Ireland or 5 days after your arrival in Ireland you will be required to restrict movements for a period of 14 days on your return and you will not be permitted to represent TTM Healthcare on shift. Your consultant will be in touch once you have completed the 14-day period.

## Please note the following:

1. Where you form part of a core team it is important that you advise your TTM Recruitment Consultant at least two weeks in advance of your holidays so that we can make necessary arrange to cover your annual leave. Where applicable, you also need to inform your line manager.
2. This holiday form must be received by TTM Healthcare a minimum of one week prior to your requested payment date indicated above\*\*.
3. All annual leave must be requested via this form only – please do not put it on your timesheet.

**PLEASE SEND ALL HOLIDAY REQUEST FORMS TO THE FAX OR EMAIL ADDRESS ON YOUR TTM TIMESHEET**