## Verlofaanvraag

# Reisbureau Europa Reizen

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Verlofinformatie | | | | | | | | | | | | | | | | |
| Naam medewerker: | | | | | |  | | | | | | | | | | |
| Nummer medewerker: | | | | | |  | | | Afdeling: | | |  | | | | |
| Manager: | | | | |  | | | | | | | | | | | |
| Type aangevraagd verlof: | | | | | | | | | | | | | | | | |
|  | | Ziekte | | | |  | Vakantie | |  | Sterfgeval | | | |  | Onbetaald verlof | |
|  | | Militaire dienst | | | |  | Bijzonder verlof | |  | Ouderschapsverlof | | | |  | Vrije dag | |
| Data afwezig: | | | | | | | | | | | | | | | | |
| **Handtekening medewerker** | | | | | | | | | | | | | **Datum** | | | |
| Goedkeuring manager | | | | | | | | | | | | | | | | |
|  | |  | | Goedgekeurd | | | | | | | | | | | | |
|  | |  | | Afgewezen | | | | | | | | | | | | |
| Opmerkingen: | | | | | | | | | | | | | | | | |
| Handtekening manager | | | | | | | | | | | | | | Datum | | |