

Employee's copy to be retained - Your Address

Dear Sir/Madam

I am hereby writing to advise you that I am requesting paid holidays for the next 5.6 scheduled week's that I am due to be working offshore.

If those weeks are not available I ask for the following 5.6 weeks and those after each of the succeeding 5.6 week periods thereafter till the end of the present reference period

I do so in line with the Working Time Regulations (Amended) 2003 and unless I am served counter notice not to take paid leave on these dates, then it will be my understanding that you have sanctioned my request.

Can I also remind you that I am not permitted to carry any holiday entitlement I have gained over the 52-week (1.9.2010 to 31.8.2011) reference period into the following year under the regulations?

If for whatever reason you are not prepared to grant me my statutory paid holiday entitlement, I wish this letter to be recognised as my formal appeal/grievance against your decision.

I would therefore ask that you make the necessary arrangements so that a mutually acceptable Venue, Date and Time can be arranged to allow me to attend my appeal meeting along with my union representative Victor Fraser of Unite the Union.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Unit Name



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