

## 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)  $\,$ 

| To request annual leave please fill out this form. Please note annual leave should be reques | ted 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:<br>First Name:<br>Surname:   | (*you will find this on your payslip) |  |  |  |  |  |
| Leave Details   Total number of hours requested:   Thursday pay date annual leave is to be paid: |                                       |  |  |  |  |  |
| Employee's Signature: Date: Date: (DD/MM/YY)   |                                       |  |  |  |  |  |

Please notify your consultant before any travel outside of Ireland and advise them once you have returned as there is important documentation to be completed before you return to shift.





## Notes on new travel guidelines:

As travel guidelines are changing so frequently please visit the below link to obtain up to date guidelines for travelling to Ireland and isolation / restricted movement: https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/

In line with the EU traffic lights approach, the request to restrict movements does not apply to travellers from green regions or orange regions or those arriving from Northern Ireland.

(https://www.ecdc.europa.eu/en/covid-19/situation-updates/weekly-maps-coordinated-restriction-free-movement)

Currently, all passengers entering Ireland from red and grey regions within the EU/EEA and from all non-EU/EEA countries are requested to restrict their movements for 14 days. See below for specific measures applying to travel from Great Britain, South Africa and South America.

Effective from 16 January 2021, all passengers arriving into Ireland (except those arriving from Northern Ireland) are required to have a negative or 'not detected' result from a pre-departure COVID-19 RT-PCR test that was carried out no more than 72 hours prior to arrival in Ireland.

This is a mandatory requirement. Passengers will be asked to present evidence of their negative/'not detected' result before boarding their airplane or ferry and will be denied boarding if they cannot produce such evidence.

All passengers who arrive from Great Britain, South Africa or any country in South America are advised to self-isolate (stay in your room) for a period of 14 days following their arrival into Ireland.

All such travellers, whether they have symptoms or not, are asked to phone any GP or GP out-of-hours service to arrange for a COVID-19 test, which should be done as soon as possible after 5 days post-arrival. This test will be free of charge if arranged through GPs.

Taking this test will allow the HSE to identify suspect cases for new variants of COVID-19 and control its transmission in Ireland. Notwithstanding the result of this test, you are advised to complete the entire 14 days period of self-isolation.

If at any point in the 14 days following arrival, a traveller develops any symptoms suggestive of COVID-19, they should immediately phone a GP and alert them of their recent visit from Great Britain, South Africa or South America.

## 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

