

Holiday Travel Rules – For Employees

Please read all rules carefully before you submit your holiday request.

1. Submit at least 6 weeks in advance

- *Your request must be in at least 6 weeks before your travel date.*
- *If you submit your request late, your travel date will be moved. The earliest possible travel date is 6 weeks after we receive your request.*

2. Be flexible with your dates

- *Ticket prices, availability and planning decide which flight we can book.*
- *Your flight can be booked up to **3 days before** or **1 day after** the date you asked for.*
- *Only submit your request if you can travel on any of these days.*

3. If you miss your flight, there is no new ticket

- *If you miss your flight or cannot use it for a personal reason, the company will **not** pay for a new ticket.*
- *Personal reasons include:*
 - *birthdays, weddings or other events*
 - *personal plans*
 - *choosing to travel earlier or later*
 - *any other reason that is your own choice*

4. No changes after booking

- *Once your ticket is booked, you cannot change the travel dates.*

Important

By submitting your holiday request, you confirm that you have read, understood and accepted all rules above. Check that you agree with them before you apply.

If you have a special situation or particular questions, please talk to your Job Coach.