

Form

Leave information

Employer: _____	<div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <small>client number</small>	
Name of the employee: _____	<div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; margin: 2px;"></div> <small>employee number</small>	
The employment ends at: _____		
The employment ends through: _____		
<input type="checkbox"/> Termination by employee	<input type="checkbox"/> Firing without previous notice	<input type="checkbox"/> Premature exit
<input type="checkbox"/> Termination by employer	<input type="checkbox"/> Ending during probation period by employee	<input type="checkbox"/> Unauthorized exit
<input type="checkbox"/> Mutual agreement	<input type="checkbox"/> Ending during probation period by employer	<input type="checkbox"/> Justified exit

Holidays

<input type="checkbox"/>	There are still _____ days open.
<input type="checkbox"/>	The entire holiday entitlement has been consumed. There are no outstanding days.

Home-Office days

<input type="checkbox"/>	There are no Home-Office days to consider.
<input type="checkbox"/>	In the month of leaving, there are _____ Home-Office days to consider.
<input type="checkbox"/>	The Home-Office days will be reported in the following month.

Others *

<input type="checkbox"/>	More hours/ overtime hours to be paid out: _____
<input type="checkbox"/>	Other payments to be considered: _____
<input type="checkbox"/>	Reimbursement of costs (e.g. travel expenses): _____

* Unless already transmitted via Flexiform or interface.

Date: _____ Employer's signature: _____

Send by E-Mail

Print Form

Hübner & Hübner - Payroll made easy
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