

BCSA -RELIEF TRADER APPROVALFORM



This document is to allow stallholders to have staff members man their stall (May – Sept). It must be approved before leave taken, is for a maximum of 4 weeks annually and once approved the time staff relief does not count as days traded towards your preferred tier in the BCSA Membership.

Stallholder Leave

Stallholder Name: _____

Business / Stall Name: _____

Phone Number: _____

Email: _____

Leave Request Details

Leave Dates Requested

From: ___ / ___ / 20___ to: ___ / ___ / 20___

Relief Staff Member

Name Staff Member: _____

Contact Number: _____

Acknowledgement

I acknowledge and understand that approved staff to man my stall will not be considered as time traded and does not contribute to trading counts for the Tiered membership.

Stallholder Signature: _____

Date: ___ / ___ / 20___

Office Use Only

Approved Not Approved

Approved By: _____

Date: ___ / ___ / 20___