



Request for transfer of special holidays to next holiday year concerning holiday year 2016/2017

Transfer from holiday year 1 May 2016 – 30 April 2017 to holiday year 1 May 2017 - 30 April 2018.
According to the holiday agreement it can be agreed that special holidays not taken can be transferred to the next holiday year, if it has not been agreed to transfer the special holiday to the next holiday year or notice has been given to take the special holidays.

Name: _____

Civil reg.no.: _____

Department/section: _____

Number of days requested: _____

The transferred special holiday is planned to be taken in week no. _____ 2017.

The transferred special holiday is planned to be taken in single days on the following dates:

Date:	Date:	Date:	Date:	Date:
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Employee's signature

date signature

Head of department's/head of section's signature

date signature

- The form must be submitted to the person in the department/section responsible for registering holiday and absence in the absence system