



**Documentation for paid out special holidays  
concerning holiday year 2016/2017**

**Name:** \_\_\_\_\_

**Civil reg.no.:** \_\_\_\_\_

**Department/section:** \_\_\_\_\_

Number of special holidays to be paid out:

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

\_\_\_\_\_

date Signature/AUID

- ***The form must be submitted to the PAYROLL Office***

**RESERVED FOR PAYROLL OFFICE**

LKO.	Ord. holidays taken	Corr. to hours	No. of wkg. hours	Special holidays not taken	Special holidays earned
5037					