

## Agreement concerning holiday in advance

It has been agreed that the employee below will take two days of holiday in advance in:

the month of \_\_\_\_\_ 20\_\_\_\_\_

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

**AUID:** \_\_\_\_\_

**Department/school/section/unit:** \_\_\_\_\_

**Employee's signature:**

**Date**                      **Signature**

**Manager's signature**

**Date**                      **Signature**

Please submit this form to the person in the department/school/section/unit who registers holiday and absence in the absence registration system.