



Transferring special holidays to subsequent holiday period

Pursuant to the holiday agreement, it is possible to transfer special holidays not taken to the subsequent holiday period, provided your manager has not notified you that the special holidays have to be taken at a specific time. Special holiday days are taken in the period 1 May to 30 April.

Name: _____

AUID: _____

Department/school/section/unit: _____

Number of days to be transferred: ____ from holiday year 20_

Request for transferred holiday to be taken in week no. ____20____

Request for transferred special holidays to be taken as individual days on the following dates:

Date:	Date:	Date:	Date:	Date:
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Signature of employee

Date Signature

Signature of head of department/school/section/unit

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.