



## Request for transfer of special holidays to next holiday year

Transfer from holiday year 1 May 2018 – 30 April 2019 to holiday year 1 May 2019 - 30 April 2020.  
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. \_\_\_\_\_ 2019.

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