

Holiday form for the holiday year from 1 September 2023 to 31 August 2024

I, employee at _____, hereby state that I wish to take my holiday for the holiday year 1 September 2023 to 31 August 2024 as specified below:

If you are employed for a limited period: When does your employment period expire _____

Ordinary holiday:

Number of days of holiday (max. 25 days) _____ + any transferred holiday _____

I wish to take my holiday as follows:

1. As full weeks of five days (state week numbers):

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2. and/or as individual days (state days):

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Special holidays to be taken in the period 1 May – 30 April 2023/24

Number of special holidays (max. 5 days) _____ + any transferred holiday _____

I wish to take my special holidays on the following dates:

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You can only take special holidays if they have been accrued during your current employment or if special holidays have been transferred from previous employment based on agreement.

I am aware that if I do not fill out the form or only partially fill out the form within the specified deadline, my holiday will be registered to be taken at the time specified in the accompanying letter. Upon request, the holiday schedule may be changed subsequently based on agreement and if duty permits.

Date _____ Name _____

AU ID _____ Signature employee _____ Signature supervisor _____

This form should be completed and returned to _____

If you log in at MitHR you can see how much holiday you have accrued at any time of the holiday period.