



Transferring the fifth holiday week to the next holiday period

Transfer of holiday from the holiday year 1 September 20__ to 30 August 20__ to the subsequent holiday period.

It is possible to agree to transfer the number of holiday days exceeding the 1st - 4th weeks of holiday to the subsequent holiday period, which expires on 31 December. The agreement should be concluded before the end of the holiday period of 16 months, which ends every year on 31 December.

Name: _____

AUID: _____

Department/school/section/unit: _____

Number of days to be transferred: ____

Request for transferred holiday to be taken in week no. ____ 20__

Request for transferred holiday 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.