



Human Resources Division

NOTIFICATION OF APPROVAL TO WORK DURING 2024/25 CHRISTMAS & NEW YEAR PERIOD

- The information provided in this form will be used to record employees working during this period as opposed to those taking compulsory annual leave.
- This form should be completed by all employees working during this period except variable hours/timesheet employees who would complete online timesheets for days worked.
- Send this form to Payroll Services, St David II or email it to payroll@otago.ac.nz.

Department/School	
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Please fill in the number of hours worked on the below compulsory Annual Leave days

Employee Name	Tuesday 24 Dec 24	Friday, 27 Dec 24	Monday 30 Dec 24	Tuesday 31 Dec 24	Emp No <i>(if known)</i>	Job No <i>(if known)</i>	FTE <i>(if known)</i>

APPROVALS	
Head of Department Signature	Date:
Divisional Head/Dean Signature	Date:

Notes

PAYROLL RECEIVED

Signature:

Date: