



# Human Resources Division

## NOTIFICATION OF APPROVAL TO WORK DURING 2025/26 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](mailto:payroll@otago.ac.nz).

<b>Department/School</b>	
--------------------------	--

*Please fill in the number of hours worked on the below compulsory Annual Leave days*

Employee Name	Wednesday 24 Dec 25	Monday, 29 Dec 25	Tuesday, 30 Dec 25	Wednesday, 31 Dec 25	Emp No <i>(if known)</i>	Job No <i>(if known)</i>	FTE <i>(if known)</i>

APPROVALS	
Head of Department Signature	<b>Date:</b>
Divisional Head/Dean Signature	<b>Date:</b>

Notes

**PAYROLL RECEIVED**

**Signature:**

**Date:**