

Human Resources Division

NOTIFICATION OF APPROVAL TO WORK DURING
2026/27 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, Darwin House 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	Thursday 24 Dec 26	Tuesday 29 Dec 26	Wednesday 30 Dec 26	Thursday 31 Dec 26	Emp No (if known)	Job No (if known)	FTE (if known)

APPROVALS

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

Notes

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PAYROLL RECEIVED

Signature:

Date: