



Human Resources Division

Request to Carry Forward Excess Annual Leave



Please read the University's Annual Leave Policy before completing this form.

The policy is available here: <http://www.otago.ac.nz/administration/policies/otago003041.html>

This form is intended to be completed by the staff member concerned.

Details of Applicant			
Employee Name		Employee No	
Position Title		FTE	
Department		School/Division	

Request to Carry Forward Excess Annual Leave	
Number of days/hours to carry over	
Please outline your request to carry forward an annual leave balance in excess of the allowable carry forward entitlement as defined by the Annual Leave Policy.	

Future Annual Leave Plans	
Number of planned leave days/hours	
Please outline details of your future annual booking plans in order to manage the reduction of the excess annual leave balance:	
<i>Note:</i> Following approval by the School/Divisional office, you can enter the leave booking/s in the Staff Web Kiosk.	
Employee Signature	Date:

Recommendations		
Recommended by:		
Supervisor Signature <i>(if relevant)</i>		Date:
HOD/Manager Signature		Date:

Approval**Approval (please tick)** Approved Declined**Dean of School Signature**
(Health Sciences)**Date:****PVC/Divisional Head**
Signature (All except HS)**Date****Special Notes**

1. Annual leave excess may be carried forward with the approval of the Pro-Vice Chancellor/Divisional Head or Dean (Health Sciences).
2. School/Divisional office to advise approval/decline to staff member and their Manager/Head of Department
3. Please send the completed form to *payroll@otago.ac.nz*