



## 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 <a href="#">Annual Leave Policy</a> .	

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: Following approval by the School/Divisional office, you can enter the leave booking/s in the Staff Web Kiosk.</i>	
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 provide this completed and signed form to **HR Services, St David II Building.**