



March 4, 2013

Year: \_\_\_\_\_

**Application to save some of this year's annual leave**

Under the current collective agreement up to a maximum of 35 days can be saved.  
Application to save some of this year's annual leave must be made by **31<sup>st</sup> May this year.**

I hereby request to save \_\_\_\_\_ days of this year's annual leave.

Motivate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date .....

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Name in print

Recommended

Granted

\_\_\_\_\_  
Signature of Research Manager

\_\_\_\_\_  
Signature of Head of Division

**Application to use all or part of saved annual leave during the current year**

If you wish to use all or part of your saved annual leave during the current year you have to apply by 31<sup>st</sup> May this year.

I hereby request to use \_\_\_\_\_ saved days during \_\_\_\_\_ (year)

Date: .....

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Name in print

Recommended

Granted

\_\_\_\_\_  
Signature of Research Manager

\_\_\_\_\_  
Signature of Head of Division

Please send the signed form to your Divisional Coordinator/Administrator **no later than 31 May 2013.**