UNIVERSITY OF ABERDEEN

HOLIDAY REQUEST FORM

Annual Leave Entitlement* _____

Total Carried Forward _____ (to be used by 31 March)

Total Number of Days _____

Name…… …….. Position……

From	To	Total No. of Days	Outstanding Balance	Approved By

*This is your figure for annual leave entitlement and does not include days when the University is closed for public/statutory/local holidays.

Please note that the University's leave year runs from 1 October to the following 30 September. Any holidays which have not been taken by 31 March in the calendar year following the leave year shall lapse. It is not possible to take any days when the University is closed (e.g. public/local/statutory/closed) from your previous year's entitlement.

Under the Working Time Directive we have a duty to ensure that you are taking proper periods of rest and therefore it is considered good practice not to take more than 5 days forward from the previous leave year.

Holidays shall be arranged with the Head of School/Section taking into account School/Section requirements.