



Human Resources Division

NOTIFICATION OF APPROVAL TO WORK DURING 2015/2016 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, Jamieson Building 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 15	Tuesday 29 Dec 15	Wednesday 30 Dec 15	Thursday 31 Dec 15	Emp No <i>(if known)</i>	Job No <i>(if known)</i>	FTE <i>(if known)</i>

APPROVALS

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

Notes

PAYROLL RECEIVED

Signature:

Date: