

**Request for Additional Holiday Leave**

**01/20**

To apply for additional holiday leave, please read the application procedure below, complete the form, then submit this to your line manager by no later than 18 January or 18 July (and no earlier than two months before these dates), retaining a copy for your own records. If approved, additional holiday leave must be taken before the end of the leave year to which it applies, i.e. before 31 January following.

|  |  |
| --- | --- |
| ***Section A:*** **Personal Details**Please provide your CID number (which can be found on your payslip or letter of appointment)

|  |
| --- |
|  |

 |
| Title |       | Surname or family name |       |
| First Names |       | College email address |      @imperial.ac.uk |
| ***Section B****:* **Additional holiday leave request** |
| Number of additional days/hours holiday leave requested:       days***The maximum amount of additional leave you can apply for is ten days for the period 1 February to 31 January or 5 days for the period 1 August to 31 January (pro-rata for part time staff). Please refer to our*** [***annual leave guidance***](http://www3.imperial.ac.uk/hr/procedures/leave/annualleave) ***for further details*** |
| ***Section C:* Part time staff only** |
| **Please enter the number of hours you normally work in each of the days in a week, in order to enable us to calculate your salary adjustment correctly.**  |
| Mon | Tue | Wed | Thur | Fri | Sat | Sun |  |
|       |       |       |       |       |       |       |
| ***Section D:* Employee’s declaration** | ***Section E* : Line Manager’s declaration** |
| I confirm that:- * I wish to apply for Additional Holiday Leave, as indicated in section B above.
* I have not already purchased additional holiday for this leave year
* I have read the Additional Holiday Leave Notification of Variation to Terms and Conditions of Employment and the related FAQs and understand that this application will result in an adjustment to my salary over the relevant period and to my terms and conditions of employment.
* I understand that, unless my employment with the College ends during the period, this arrangement will be irrevocable. At the end of the period, my salary, annual leave entitlement and other contractual conditions will revert to their normal pattern, unless this arrangement has been renewed or extended by mutual agreement before that date.
* I will inform my manager promptly if my normal working pattern changes during the period.
 | By forwarding this form electronically to the Departmental/Divisional Administrator:* I confirm my support for the employee’s request for additional holiday leave, as indicated by the number of agreed days below;
 |
| Line Manager’s name (typed)      |
| ***Section F*: Departmental/Divisional administrator’s approval and Variation to Terms and Conditions of Employment** |
| * By forwarding a copy of this form to payroll@imperial.ac.uk, I confirm that the changes set out in the document “[Additional Holiday Leave Notification of Variation to the Terms and Conditions of Employment](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/leave/additional-leave/ADDITIONAL-HOLIDAY-LEAVE-Variation-to-TofS2.pdf)” will apply to the employee named in section A above and the number of days stated below will be implemented.
* If I have permission, I or a Departmental Teamseer Admin, have amended their TeamSeer leave record accordingly. If I do not have permission, I will raise a ticket via the [HR Portal](https://staff-hub.imperial.ac.uk/support/home) to request the TeamSeer record be updated on my behalf.
 |
| Departmental/Divisional Administrator’s name (typed)      |
| Employee’s name (typed)      | **Number of days agreed** |

|  |
| --- |
| Payroll Use OnlyNumber of days agreed: …… Number of hours per day………. = Total Hours……Number of days agreed: …… Number of hours per day………. = Total Hours……Total Hours to be deducted:…………………over…………….months starting from ….../….../20....Email Email sent to member of staff [ ]  |

Application procedure:

1. The applicant should initially download this form onto their computer, complete sections A-D, then forward it to their line manager as an email attachment, retaining a copy for them self.

2. The Line Manager should consider the request (if necessary, in conjunction with requests from other members of the team – see FAQ 6) and, if willing to give approval, should agree the number of additional holiday days with the applicant. Once they have given approval, the Line Manager should enter their name in section E. At this point, the Line Manager has formally agreed to the “[Variation to the Terms and Conditions of Employment](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/leave/additional-leave/ADDITIONAL-HOLIDAY-LEAVE-Variation-to-TofS2.pdf)” on behalf of the College. The Line Manager should forward the completed form to the Departmental/Divisional Administrator.

3. The Departmental/Divisional Administrator should update the employee’s leave record to reflect the additional holiday leave and forward the completed form to payroll@imperial.ac.uk by 31 January or 31 July as applicable. If the Departmental/Divisional/TeamSeer Administrator does not have permission in TeamSeer to update the records it is their responsibility to raise a ticket via the [HR Portal](https://staff-hub.imperial.ac.uk/support/home) to request the TeamSeer record be updated on their behalf.