**Additional annual leave scheme form**

This form should be completed by any member of staff who wishes to take advantage of the additional annual leave scheme and add up to 5 days additional unpaid leave to their holiday entitlement. The cost of the additional days will be calculated using the employee's hourly rate of pay and be spread throughout the leave year (or what remains of it in the case of new staff) meaning that the impact of any loss of salary is spread over a longer time period.

Please note: Additional unpaid leave for part-time staff will be calculated on a pro-rata basis. No more than 5 days leave in total (including any additional days the employee has chosen to take) can be carried forward into the next holiday year.

This form should be submitted (where possible) at least 1 month prior to the commencement of the new holiday year.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Number \_\_\_\_\_\_ Start Date with Brookes\_\_\_\_\_\_\_

Post Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty/Directorate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Annual leave entitlement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many additional days/hours for part-time staff professional services staff would you like to add to your holiday entitlement?

(Up to a maximum of 5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised annual leave entitlement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I have discussed my request to take additional unpaid leave with my Line Manager and understand the impact it will have on my salary.*

Signature of member of staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager signature to authorise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Please email completed forms to the People Operations Team at pdteam-operations@brookes.ac.uk