AVOM FORM SAVING LEAVE FOR ADJUSTMENT WORKING HOURS

*Your AVOM application should preferably be submitted via NWO-I People*

*Please note! Employees of NIOZ and CWI use the AVOM forms that are available at their institute.*

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective 7: Saving leave for adjusted working hours**

The number of non-statutory hours of leave to be saved\*: \_\_\_\_\_\_\_\_

*\* You can save a maximum of 890 hours of leave over and above the statutory entitlement over a maximum period of five years.*

**Sources:**

* I want to use the number of hours of leave as follows:

 Number of hours of leave: \_\_\_\_\_\_\_\_\_ in the year: \_\_\_\_\_\_\_\_\_

 Number of hours of leave: \_\_\_\_\_\_\_\_\_ in the year: \_\_\_\_\_\_\_\_\_

 Number of hours of leave: \_\_\_\_\_\_\_\_\_ in the year: \_\_\_\_\_\_\_\_\_

 Number of hours of leave: \_\_\_\_\_\_\_\_\_ in the year: \_\_\_\_\_\_\_\_\_

 Number of hours of leave: \_\_\_\_\_\_\_\_\_ in the year: \_\_\_\_\_\_\_\_\_

I declare that by signing the application form:

* When I start saving leave, after mutual agreements have been made with the employer about how and for which period the worktime will be adjusted, at least 60% of my original working week will remain intact.
* I have read the information provided on the NWO-I website about the possible consequences of my choice as equally Annex 3 of the Collective Labour Agreement Research Institutions, and that I agree with the provisions stated in this regulation.
* I agree with a change in my employment contract in line with the choice I have given on this form.

Date: Signature employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processing P&O / Salary administration (SA)

Registration number : Processed by P&O on / initialled : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date appointment : Check P&O dated / initialled : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date appointment ended : Processed SA dated / initialled : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Check SA dated / initialled : \_\_\_\_\_\_\_\_\_\_\_\_\_\_