



You can return this form to:
 P&O department of your
 institute
 or
 P&O NWO-I
 PO Box 3021
 3502 GA UTRECHT

For further information please contact:
 P&O department of your institute
 or
 Ms A. Bor, a.bor@nwo.nl, +31 30 600 1237

Go to NWO-I People to easily submit this form digitally!

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	: _____