



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 AND/OR SABBATICAL

*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 6: 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.*

Objective 7: Saving leave for sabbatical

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

** You can save a maximum of 520 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. These mutual agreements can be found in the annex to this application.
- 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 : _____