# UCL ANNUAL HOLIDAY PURCHASE SCHEME REQUEST FORM

***This form is for employees with multiple assignments, where the purchase is to affect the non-primary assignment***

Return this completed form to **hr-services@ucl.ac.uk**.

|  |  |
| --- | --- |
| **Name Surname** |  |
| **Employee number** |  |
| **Assignment number 1 (primary)** |  |
| **Job Title** |  |
| **Assignment number 2** |  |
| **Job Title** |  |
| **Assignment number 3** |  |
| **Job Title** |  |
| **UCL Email Address**  |  |

|  |  |
| --- | --- |
| **Number of annual leave hours to be purchased** |  **\_\_\_\_\_ hours** |
| **Annual leave year***Deadline for applications for next annual leave year finishes on the 30 September before that annual leave year starts.* | **20\_\_\_\_\_ - 20\_\_\_\_\_** |
| *Enter the assignment number(s) below that you wish your additional annual leave to be used for. The cost will be deducted from these assignment’s pay per your pro-rated hours in each assignment.* |
| **Assignment number**  |  |
| **Assignment number** |  |
| **Assignment number** |  |

I authorise the appropriate deduction from my pay. I read and understand the guidance on how the Annual Leave Purchase Scheme works.

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Assignment number** |  |
| **Name of the line manager for this assignment** |  |
| I agree to the above request. |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Assignment number** |  |
| **Name of the line manager for this assignment** |  |
| I agree to the above request. |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Assignment number** |  |
| **Name of the line manager for this assignment** |  |
| I agree to the above request. |
| **Signature** |  |
| **Date** |  |