



Faculty office

Annual leave, saving days to coming year

For staff included in the Local collective agreement on working hours for teaching staff

All of your annual leave is normally automatically registered by SSC starting from the Monday after midsummer (Midsommar).

If an exception from this is to be made, there has to be an agreement between the head of department and the individual. All of the annual leave must then be registered and approved before May 31st each year.

If a teacher, wishes to **save annual leave** for the coming year this form serves as the written agreement.

A minimum of 20 days of annual leave must be registered and approved each year before any annual leave can be saved. The number of saved annual leave can be a maximum of 30 days including the days saved for this year.

The working hour must be adjusted in the “personalplan” for a teacher who saves annual leave or takes out already saved annual leave.

You can find more information [about annual](#) leave on the staff pages.

Department	Personal number
First name	Last name

I wish to save annual leave for the year:	Number of days:
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Date	Approved:
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Applicant	Head of departement
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Printed name	Printed name

The for should be registered by the employee in SSC Portal at the latest April 30th.
Signed copy should be given to the HR administrator at the department.