



LUND
UNIVERSITY

Date

Department/division
Unit etc.

Agreement on saving annual leave for subsequent years – teaching staff

Teaching staff members are covered by the agreement on working hours for teaching staff, on the principle that all annual leave is taken consecutively over the summer, starting on the first Monday after the Midsummer weekend. This is done automatically by the National Government Service Centre, SSC. However, it is possible for teaching staff to save annual leave and this is done through a written agreement between the head of department and the individual employee.

The agreement is established on this form **no later than 30 April**. The following criteria must be met for teaching staff to save annual leave:

- an application for at least 20 days of annual leave has been approved no later than 31 May in Primula (only the days exceeding these can be saved)
- the total number of saved days remaining after the year’s application for annual leave does not exceed 30 (max 30 days of annual leave in total can be saved to be used at a later date)
- the working hours in the year’s staff plan increase by an amount corresponding to the saved days (the working hours will be reduced accordingly in the year that the saved annual leave is used)

The following agreement on saving days of annual leave for the current year is approved

First name	Surname
Personal identity number	

Number of days to be saved

Date	
Applicant’s signature	Approving manager’s signature
Name in print	Name in print

NB! If all the year’s days of annual leave (at least 20) are taken **before** Midsummer and the remaining days are to be saved according to this agreement, SSC must be informed of the decision with a copy of the present agreement sent via the SSC portal **no later than 31 May**.