###

Application for Shorter Working Year 2021 (Ref: Circular Letter 14-2009)

1. Employee Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Staff Number |  |
| Grade |  | Centre |  |
| Contact Number |  |  |  |

2. Unpaid Leave

 I wish to avail of the Shorter Working Year Scheme as follows:

|  |  |  |
| --- | --- | --- |
| **Number of weeks** | **Date commencing** | **Date ceasing** |
| 2 weeks |  |  |
| 4 weeks |  |  |
| 8 weeks |  |  |
| Other *(indicate number of weeks)* |  |  |

3. Pay Arrangement

 I wish unpaid leave to be dealt with (please 🗸 as appropriate)

|  |  |
| --- | --- |
| * on a no-pay basis, for the period of unpaid special leave.
 | ❒ |
| **Or** |
| by way of special arrangements whereby I will be paid pro-rata salary throughout the year commencing with the tax year **1st January 2021** | ❒ |

|  |  |
| --- | --- |
| Please state the address to which relevant pay slips should be sent for the duration of unpaid leave: |  |

4. Employee Declaration

|  |
| --- |
| I understand that should my application be successful, and I receive confirmation of this, that it **will not be possible** to withdraw or alter my application for the scheme once I have given an undertaking to participate. I am also aware that any overpayment, which may arise from my participation in the Scheme, will be repaid to the CDETB not later than 31st December in the year the leave is taken.I declare that all the information given in this application is true and complete. |
| Signed: |  | Date |  |

5. Recommendation by Principal/Head of Centre/Section:

 Please 🗸 as appropriate

|  |  |
| --- | --- |
| * **I recommend** the Shorter Working Year application
 | ❒ |
| **Or** |
| * **I do not recommend** the Shorter Working Year application
 | ❒ |

|  |
| --- |
| If the application is not recommended please indicate the reason(s): |
|  |
| Signed: |  | Date: |  |

* Closing date for receipt of applications from staff wishing to avail of pro-rata payment throughout the 2020 tax year is **Monday, 16th November 2020.**
* Application(s) must be returned to Linda Roche in the **Human Resources Department**