

How do I make an application for a Shorter Working Year?

All applications should be submitted, on the appropriate application form, through your line manager and subsequently to your Human Resources Department.

The period of special leave is unpaid. However, applicants may apply for special administrative arrangements for the payment of basic salary during the period of special leave provided that application is made in writing to your HR Department no later than 30th November of the year previous to the year in which the special leave is to be taken.

The operation of the Scheme is subject to the operating requirements of the Organisation not being adversely affected. The decision of your line manager in this regard is final.