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| A purple circle with white text  Description automatically generated | Leavers’ Public Holiday Pay /Untaken Annual Leave Authorised request to Payroll Office v1.6 |
| Please consult the University’s HR website/FAQs for information on employee leave types and entitlements. Line managers are responsible for managing absences of their direct reports including all leave types. Subject to University Policy and relevant regulations, employees ceasing their employment may be entitled to payment for untaken leave.  THIS FORM should be used to notify the Payroll Office of AUTHORISED payments for untaken annual leave or entitlement to payment in respect of Public Holidays. Forms received on or before the 10th of the month (except December) will normally be processed in the current payroll period.  Managers must email completed forms to: [payroll@universityofgalway.ie](mailto:payroll@universityofgalway.ie) | |

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| **SECTION 1 – CESATION OF EMPLOYMENT - STAFF MEMBER DETAILS** | | | | | | | |
| **Staff/Payroll Number** |  |  |  |  |  |  |  |
| **Forename:** |  | | | | | | |
| **Surname:** |  | | | | | | |
| **Cessation Date:** |  | | | | | | |

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| **SECTION 2 – Public Holiday Payment Request** | |
| **Enter Public Holiday Date:**  ([Public Holiday dates in Ireland](https://www.citizensinformation.ie/en/employment/employment-rights-and-conditions/leave-and-holidays/public-holidays/)) |  |

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| **SECTION 3 – Annual Leave Payment Request - only in exceptional circumstances (Staff are required to take all leave due prior to ceasing employment).** | |
| **Full Time Staff: Number of Annual Leave DAYS staff member was unable to take before ceasing employment (DO NOT ENTER HOURS)** |  |
| **Part Time Staff: Number of Annual Leave DAYS unable to take before ceasing employment (DO NOT ENTER HOURS)** |  |
| **Reason for not taking leave prior to cessation of employment** |  |

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| **SECTION 4 – Approval of Payment Request** | |
| **Manager approving payment request** | |
| **Manager’s Name:**  **(Print in uppercase / capital letters)** | **Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(DD/MMM/YYYY)** |
| **Manager’s Signature:** |

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| **Budget Holder approving payment request** | |
| **Enter Cost Centre to be charged:** | **Date Approved : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(DD/MMM/YYYY)** |
| **Budget Holders Signature:** |

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| **SECTION 5 - Staff Members Declaration (I hereby declare the details furnished are true and correct)** | |
| **I have not been offered (formally or informally) other employment within University of Galway. I will immediately inform University of Galway’s HR Office (**[**hrcontracts@universityofgalway.ie**](mailto:hrcontracts@universityofgalway.ie)**) should I be offered renewed employment by the University. I am aware that, in such circumstances, I may have to repay any annual leave/public holidays payments made to me on foot of this request in line with the Organisation of Working Time Act 1997.**  **Staff Member Signature:** | **I ceased / will cease to be employed by**  **University of Galway on:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(DD/MMM/YYYY)** |

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| **Queries relating to annual leave or public holiday entitlements should be raised with your line manager** |
| **Annual Leave i**nformation can be found on [HR Annual Leave Policies and Procedures](https://nuigalwayie.sharepoint.com/sites/HRPoliciesandProcedures/Policies%20and%20Procedures/Forms/PDF.aspx?id=%2Fsites%2FHRPoliciesandProcedures%2FPolicies%20and%20Procedures%2FQA101%20%2D%20Annual%20Leave%20Policy%2Epdf&parent=%2Fsites%2FHRPoliciesandProcedures%2FPolicies%20and%20Procedures&p=true&ga=1) which states leave should be taken within the leave year unless prior written approval has been granted by the Line Manager. (Other [HR Policies and Procedures)](https://www.universityofgalway.ie/human-resources/duringemployment/policiesandprocedures/)  **Staff are required to take all leave due prior to ceasing employment.**  **Please review** [HR’s FAQs](https://www.universityofgalway.ie/human-resources/faq/) **in relation to Annual Leave and Public Holiday entitlement.** Answers to other queries may be found on the [HR Website](https://www.universityofgalway.ie/hr/)If you still have further queries after reviewing the links above, please contact HR.  **The Payroll Office do not manage Leave Policy and will not process unauthorised payment requests.** |