

**University of Huddersfield**

**PTHP request for hours exceeding 250 per year**

**School:**  **Contact:** ……………………………..

**Details of Request**:

|  |  |
| --- | --- |
| **Name of PTHPL** | **How many additional hours needed** **(in excess of 250 for current academic year)** |
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|   |   |
|   |   |
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**Details of why additional hours requested:**

**If any previous increases have been requested for this individual in this academic year, please give reasons and number of additional hours previously agreed:**

**Dean**: …………………………………………………. **Date**: ………………

Once completed, please e-mail form to hrpool@hud.ac.uk for consideration.

**For HR Use Only**

Approval Given by Deputy Vice-Chancellor: Yes ❑ No ❑

|  |  |
| --- | --- |
| **Ref No:** |  |
| **Reasons for approval/non-approval:** |  |
| **Emailed Dept:** |  |
| **Spreadsheet Updated:** |  |
| **Pool Hours Cap Lifted:** |  |