Text

Description automatically generated

**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)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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](mailto: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:** |  |