|  |  |  |
| --- | --- | --- |
| **Ref No** | **P\_** | |
| **E-mailed Department** | |  |
| **Spreadsheet updated** | |  |
| **Hours cap lifted** | |  |

**For office use only:**

**University of Huddersfield**

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

**School/Service:**  **Contact:** ……………………………..

**Details of Request**:

|  |  |
| --- | --- |
| **Name of part-time hourly paid lecturer** | **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/Director**: …………………………………………………. **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 ❑

See attached e-mail

Reasons for approval/non-approval: