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| Ffurflen Trosglwyddo Gwyliau o 2021 i 2022 /  Carry Over Annual Leave 2021 to 2022 Form |
| **Dylai rheolwyr lenwi'r ffurflen hon pan nodwyd bod cyflogai wedi gofyn am drosglwyddo dros 10 diwrnod (74 awr) o wyliau blynyddol o 2021 i flwyddyn gwyliau 2022 lle na fu’n bosibl cymryd gwyliau oherwydd sefyllfa Covid 19**  **Managers should complete this form when an employee has requested to carry over in excess of 10 days (74 hours) annual leave from 2021 to 2022 leave year and where it has not been possible to take leave due to the Covid 19 situation.** |

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| **Enw’r Cyflogai**  ***Name of Employee*** |  |
| **Rhif cyflogres**  ***Employee number*** |  |
| **Teitl y Swydd**  ***Post Title*** |  |
| **Gwasanaeth  *Service*** |  |

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| **Nifer yr oriau dros 74 awr (10 diwrnod) y gofynnwyd i’w trosglwyddo i flwyddyn gwyliau 2022**  ***Number of hours in excess of 74 hours (10 days) requested to be carried over to 2022 leave year*** | | **Oriau**  ***hours*** |
| **Amlinellwch yr amgylchiadau eithriadol sydd wedi arwain at y cais hwn, os gwelwch yn dda**  ***Please provide an outline of the exceptional circumstances which have led to this request*** | | |
| **Enw’r rheolwr llinell**  ***Name of line manager*** |  | |
| **Unrhyw sylwadau ychwanegol gan y rheolwr llinell**  ***Any additional comments by the line manager*** | | |

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| **Awdurdodwyd gan y Swyddog Arweiniol Corfforaethol: / *Approved by Corporate Lead Officer:***  **Llofnodwyd / *Signed:***  **Enw mewn priflythrennau / *Print name:***  **Dyddiad / *Date:*** |

Dychwelwch y ffurflen wedi’i lenwi at [absenoldebau@ceredigion.gov.uk/](mailto:absenoldebau@ceredigion.gov.uk/) ***Please return completed form to absence@ceredigion.gov.uk***