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Bishkek, Kyrgyzstan

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**Human Resources Office**

Chyngyz Shamshiev\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President/ Chief Operating Officer

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trade Union Payment**

Kindly ask your permission to pay to the following AUCA Employee(s) payment(s) in accordance to the Collective Agreement 2019-2022 (Коллективный договор) between AUCA Administration and AUCA Trade Union dated by June26, 2019

**NBKR rate: $1=\_\_\_\_\_\_\_\_\_(**by Finance Office)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Program/Office** | **Work experience at AUCA** | **AUCA Trade Union experience** | **% of the Salary** | **Subtotal KGS (net)** | *To be filled in by Finance Office after submission by Initiator\** | | | | |
| **Budget line\*** | **Budget sub-line\*** | **Subtotal per faculty**  **(gross)** | **17,25%** | **Total per faculty** |
| *All amounts should be in KGS* | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** (*To be filled in by Finance Office)* | | | | | | | | | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiator: Chair of AUCA Trade Union** | | | |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |

**\* to be filled in by Finance Office**

**Received by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | HR Coordinator |  |  |

**Approved by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Name** | **Position** | **Signature** | **Date** |
|  |  | Accountant |  |  |
|  |  | Deputy Financial Director/ Chief Accountant |  |  |
|  |  | Financial Director / Financial Analyst |  |  |
|  |  | HR Director |  |  |