

LEAVE APPLICATION & FILE RECORD FORM

OFFICE USE	
FILE REF:	

- This form must be submitted to HR (James Turner) **WHENEVER** you are absent from contracted work times.
- Although you are welcome to discuss your application informally with your senior before submitting this form, a final decision will only be made once both your senior **AND** HR have approved.
- Submission of this form, or provisional approval from your senior, does not guarantee the granting of leave – only the official correspondence you will receive from HR may be taken as confirmation of leave.

Employee name:

I hereby propose to make use of the following leave allocation:

- | | |
|---|--|
| <input type="checkbox"/> Annual leave | <input type="checkbox"/> Weekend leave (for certain pastoral staff members) |
| <input type="checkbox"/> Family Responsibility leave | <input type="checkbox"/> Unpaid leave |
| <input type="checkbox"/> Sick leave
(attach doctor's certificate if more than 1 day) | <input type="checkbox"/> Other/special agreement
(provide full details below) |

Proposed last day of work:

Proposed first day of return to work:

Supplementary information: please outline the purpose of your leave; why you feel you qualify for the type of leave you are requesting; motivation why the above dates are most suitable to you & provide alternative dates (if possible), etc.: (if easier, attach copies of written motivation elsewhere recorded)

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Your signature: Date:

FOR OFFICE USE:

Employee leave category: 5 day 7 day part-time/special:

HR notes, calculations & final recommendation:

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..... days of leave

Employee's senior approval: - **DO NOT SIGN UNTIL HR RECOMMENDATION FINALISED**

Name: Signature:

HR communications: Feedback to staff member Record in payroll software Gmail calendar