

# Special Leave Application Form

Refer to the *Leave Entitlements Policy* to establish your entitlement. Then, use the notes on the last two pages to complete this form.

## Your details (Please complete this section so HR can identify you on the system)

Surname:	Forenames:
Job title:	School:

## Details of your Special Leave Requirement (Please specify the dates you need leave)

I am applying for special leave: ☐ with pay / ☐ without pay    Leave required: from                      to                      Total working days:

## Reason for the Special Leave Application (Please select a reason for the application and provide details to support your request)

<input type="checkbox"/> Bereavement Leave	Relationship:	Date of death:	Date of funeral:
<input type="checkbox"/> Dependency/ Carer Leave	Relationship:	Details:	
<input type="checkbox"/> Domestic Violence Leave <small>(Attach written evidence from a supporting body)</small>			
<input type="checkbox"/> Election Duties	Borough:		
<input type="checkbox"/> Justice of the Peace or Elected Member's Duties	Details:		
<input type="checkbox"/> Jury Service Leave <small>(Attach copy of summons)</small>			
<input type="checkbox"/> Religious Observance	Details:		
<input type="checkbox"/> Sabbatical Leave	Details:		
<input type="checkbox"/> Study and/or Exam Leave	Details:		
<input type="checkbox"/> Other <small>(Please specify)</small>	Details:		

Signature:		Date:	
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Print the form, sign and pass to your Headteacher so they can make a decision based on the information you have provided.

## Headteacher Approval (See the *Leave Entitlements Policy* for the entitlement for each type of leave and to understand when you can grant additional/unpaid leave)

<input type="checkbox"/> I do not approve this application – for the following reason:			
<input type="checkbox"/> I approve this application and grant ____ days leave    The leave is: <input type="checkbox"/> paid / <input type="checkbox"/> unpaid /                      days paid,                      days unpaid			
Headteacher's name:		Signature:	
		Date:	

Inform the employee of your decision and keep this form for your records

# Your guide to completing this form

## Employee

Follow the steps below to complete the form and apply for special leave:

1. Read the *Leave Entitlements Policy* to see our policy on special leave and to establish your entitlement.
2. Print this form or complete in Word.
3. Complete the **Your Details** section so HR can identify you on the system:

Field...	Enter the following information...
<b>Surname/Forenames</b>	Your surname and forenames, as shown on your payslip.
<b>Job title</b>	Your job title, as shown on your payslip, e.g. HR Advisor.
<b>Section</b>	The name of the section or location where you work.

4. Complete the **Details of your Special Leave Requirement** section with the dates and number of working days you require special leave:

Field...	Enter the following information...
<b>With/Without pay</b>	Tick the relevant box to indicate if you are applying for leave with or without pay.
<b>From... To</b>	Enter first and last date that you require special leave.
<b>Days required</b>	Enter the total number of working days for which you are applying.

5. Complete the **Reason for the Special Leave Application** section to support your request for special leave. Tick one of the following reasons and provide details:

Field...	Tick this box if the reason for special leave is...
<b>Bereavement Leave</b>	A family member or friend has passed away. Specify your relationship with that person, the date the person passed away and the date of the funeral, if known.
<b>Dependency/ Carer Leave</b>	You need to look after a dependant due to unforeseen circumstances. Specify your relationship with the person and details of why you need the special leave.
<b>Domestic Violence Leave</b>	You are fleeing a domestic violence situation. There is no need to give details; just provide written evidence from a supporting body, such as the housing office, women's refuge, etc.
<b>Election Duties</b>	You are undertaking duties on polling days for Borough, Parliamentary or European elections or referendums. State the borough.
<b>JP or Elected Member's Duties</b>	You are undertaking duties as a Justice of the Peace or other elected member. Provide details of the duties.
<b>Jury Service Leave</b>	You have been summoned to serve as a juror. There is no need to give details; just attach a copy of the summons.
<b>Religious Observance</b>	You want to request to take the Christmas/New Year as unpaid leave and transfer annual leave to religious holiday of your own belief. Specify details of the religious holiday(s) you would like to take as annual leave.
<b>Sabbatical Leave</b>	You want to take time off and pursue a particular interest or study. Provide details of the reason.
<b>Other</b>	For any other reason. Provide details so your Headteacher can make an informed decision about the leave request.

6. Print, sign and date the form.
7. Pass the form to the Headteacher to make a decision based on the information provided. They will advise you whether the request is approved or declined.

# Your guide to completing this form

## Headteacher

When you receive a Special Leave Application Form from an employee, follow the steps below to decide whether to approve or decline the request.

1. Refer to the information provided by the employee and check the *Leave Entitlements Policy* to see our policy on special leave. This covers:
  - The employee's entitlement for each type of special leave.
  - Circumstances where you can grant unpaid leave.
  - Circumstances where you grant additional leave at your discretion.

You can also contact HR for advice.

2. Make the decision to approve or decline the request, and complete the **Headteacher's Approval** section of the form as follows:

To **decline** the application:

Field...	Enter the following information...
<b>I do not approve...</b>	Tick this box if you are declining the Special Leave application.
<b>For the following reason</b>	Provide full details so the employee can understand the basis for the decision (e.g. ineligible for leave, any operational reasons, etc.).

To **approve** the application:

Field...	Enter the following information...
<b>I approve...</b>	Tick this box if you are approving the Special Leave application. Make sure you have checked the employee's eligibility and can cover your operational requirements.
<b>Days granted</b>	Specify the number of working days leave granted to the employee.
<b>The leave is...</b>	Select whether the leave is: <b>Paid</b> Tick if all days requested are granted as paid leave. <b>Unpaid</b> Tick if all days requested are granted as unpaid leave <b>Part paid, part unpaid</b> If part paid, part unpaid, specify the number of days granted as paid leave and the number unpaid.

3. Enter the name of the person who made the decision (this will normally be you, but you may be completing the form on someone else's behalf) and date.
4. Print the form and sign.
5. Inform the employee of your decision and file the form for your records.