

Time Off Policy

Paid & Unpaid leave

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carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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1. Introduction

Carmarthenshire County Council is committed to improving the work life balance of employees. The Council recognises that there are certain occasions/times when short, or long-term periods of time off are necessary outside of annual leave entitlement. The Council will endeavour to support staff in balancing their work and personal commitments.

KEY PRINCIPLES

- This Policy applies subject to service needs;
- Notice must be given as far in advance as possible;
- Abuse of this policy will be dealt with under the Council's Disciplinary procedure;
- This policy must be applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion and belief, age, sex, gender reassignment, sexual orientation, and parental, marital or civil partnership status (including partners of the same sex).

2. Scope

This Procedure covers all employees excluding staff on the complement of locally managed schools for whom a separate procedure applies.

3. Principles

The Council is committed to ensuring:

- A flexible working environment is developed, whilst maintaining the delivery of high quality services;
- Employees are supported during periods of crisis, including unforeseen and urgent circumstances;
- Managers recognise the importance of balancing work and home life, seeing flexibility as integral to the recruitment, motivation, and retention of high quality staff at all levels;
- All employees are treated fairly and consistently;
- Statutory legislation and contract entitlements are complied with.

4. Roles and responsibilities

Managers

Managers are responsible for considering employee requests for time off which may impact on the performance of the individual employee, their team and the organisation as a whole.

- All requests for time off must be considered carefully in light of organisational needs and the individual employee's circumstances; whilst ensuring that the Authority meets its statutory obligations (as set out in this and related policies).

- Managers are responsible for monitoring their team members' attendance; this includes absences relating to this policy. Frequent, excessive and/or unexplained absences should be dealt with accordingly in the context of the employee's overall attendance record.
- Managers should encourage reliable attendance among all employees.

Employees

- Employees are responsible for attending work in accordance with their contracted working hours and fulfilling their contract of employment. To this end, all staff are expected to organise their personal life and deal with home or domestic situations without needing extra time off; and thereby, without it affecting their job. Where 'time off' is required, employees must follow the appropriate processes set out in this and related policies and procedures.

Human Resources

- Provide advice and guidance to Managers and employees relating to the Time Off Policy and associated policies and guidance
- Ensure consistency in the application of this policy and procedure

5. Categories of time off

The following list outlines the time off that is allowed by law and also the non statutory time off that the Authority provides for employees. Under each category the purpose of the time off is explained and whether this is paid or unpaid. Please refer to the relevant section. Point 6 of the Policy explains the effect on pension contributions where there is a period of unpaid leave.

5.1 Adoption/surrogacy leave

The rights to adoption leave and pay will entitle eligible employees to take paid leave when a child is newly placed for adoption. The Authority has a separate adoption leave policy; please refer to the following link for further details: [Adoption leave policy](#)

5.2 Adoption appointments

From 5th April 2015 the main adopter will be able to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments. Adoption appointments are appointments made by an adoption agency relating to a child being placed for adoption or for a fostering for adoption placement.

5.3 Antenatal appointments for fathers and partners

Employees and agency workers who have a qualifying relationship with a pregnant woman or an expected child are entitled to take unpaid time off work to accompany that pregnant woman at up to two antenatal appointments.

Employees will have the right from day one of their employment. Agency workers will qualify after 12 weeks in the same assignment. The right to time off is capped at a maximum of six-and-a-half hours on each occasion, which can include travelling time, waiting time and attendance.

An employee or agency worker has a qualifying relationship with a pregnant woman or her expected child if he or she:

- is the husband or civil partner of the pregnant woman;
- lives with the pregnant woman in an enduring family relationship, but is not her parent, grandparent, sister, brother, aunt or uncle;
- is the father of the expected child; or
- is an intended parent in a surrogacy situation who meets certain conditions.

5.4 Attendance at Governing Bodies

Time off with pay to attend a maximum of six meetings of governing bodies per annum, (pro rata for part time employees)

This applies to non teaching staff appointed governors. Such time off, to be part of the authorised eighteen days leave allowed for employees who undertake public duties.

5.5 Career Break

Career breaks provide employees with the opportunity to take a longer unpaid break away from work than is provided for by parental or other leave arrangements without losing continuity of employment. The aim is for the Authority to retain skilled and experienced employees who may otherwise choose to leave the workforce permanently.

A career break may be approved for a variety of reasons (including childcare, eldercare, care for another dependant, training or study leave). For employees to be eligible to make an application they must have completed 12 months continuous service with the Authority. Each application will be considered on its own merit.

The Authority has a separate career break policy; please follow the link for further details:
[Career break policy](#)

5.6 Compassionate leave

Up to a maximum of 5 days paid time off (pro rata part time) is available to employees in the event of the death, critical illness or injury of a member of the employee's immediate family. In the event of the death of a child, parent or partner this may be extended to 10 days. Authorisation must be sought from the Head of Service in these exceptional circumstances.

Immediate family for the purpose of this policy is defined as the employee's spouse, civil partner, partner, parent, child, sibling or grandparent.

Bereavement

In the event of the death of a member of the employee's immediate family, the employee should contact his/her line manager to request compassionate leave. The employee should inform the manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the amount of leave granted will depend on the individual's circumstances. The manager will take into account matters such as the employee's relationship with the immediate family member, domestic responsibilities and travel requirements.

In the case of death of another close relative for example an aunt or uncle, the employee may request compassionate leave to attend the funeral.

Critical Injury or critical illness

Compassionate leave is available where there is critical injury or critical illness of an immediate family member as defined above. The manager will take into account factors such as the nature of the incident, the employee's relationship with the immediate family member, domestic responsibilities and travel requirements.

Emergency domestic situations

Time off work up to 1 day may be approved to enable employees to deal with emergency domestic situations at home, such as flood, fire or burglary. It does not apply to planned events such as domestic repairs, refurbishment, building or trades work, installation of appliances, home deliveries, etc.

The employee should inform his/her manager of the need to take compassionate leave as soon as reasonably practicable. Each case will be viewed sympathetically and the outcome of the employee's request will depend on the employee's circumstances. If the employee wishes to take further leave, he/she should request annual leave in the usual way.

5.7 Companions at disciplinary or grievance hearings

Reasonable time off with pay will be granted for workplace companions to carry out duties connected with the role, i.e. preparing for and attending a disciplinary or grievance hearing. Please follow the link for further details and refer to appendix B of the Disciplinary procedure [Disciplinary policy](#) .

5.8 Cosmetic surgery

For the purposes of this policy, cosmetic surgery is surgery that is not considered to be medically necessary. The Authority will consider a request for reasonable unpaid time off for an employee to undergo cosmetic surgery.

Alternatively, employees may prefer to take time from their annual leave entitlement for this purpose.

An employee who wishes to take time off work for cosmetic surgery must:

- Inform their line manager as soon as their plans to undergo cosmetic surgery have been confirmed
- Provide a statement from a qualified medical practitioner that cosmetic surgery has been approved and giving the likely duration of recovery
- In agreement with the line manager, arrange cosmetic surgery at a time that will cause the minimum amount of inconvenience to the Service
- Give as much notice as possible of the day on which the surgery will take place

Where the outcome of the surgery is unexpected and the employee suffers an injury or illness, sick leave and pay provisions will apply in accordance with the Authority's sickness absence policy. In these circumstances, the correct procedure for reporting and certifying absence must be followed; and a return to work interview carried out upon the employee's return to work.

5.9 Dependants

The right to time off for dependants is the right for employees to take a reasonable amount of unpaid time off during working hours to take action that is necessary. To provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted.

- to make arrangements for the provision of care for a dependant who is ill or injured;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant; or
- to deal with an incident involving a child of the employee that occurs unexpectedly during a period when the child is attending school.

Please refer to the following link: [Time off for dependants](#)

5.10 Disruption to working arrangements

It is accepted that we cannot plan for every eventuality, and on occasion disruptions may arise that will affect a significant part of the workforce. The source of the disruption may be internal such as staffing levels; loss of premises, IT failure/ loss of data, utility failure or an external influence such as extreme weather, flooding, fire or explosion, pandemic flu or a transport accident, this list is not exhaustive.

Where disruption to the workforce occurs, this policy is intended to take precedence over existing employment policies and practice.

In all cases of disruption to working arrangements please refer to the following link: [Disruption to working arrangements policy.](#)

5.11 Fertility treatment

Reasonable unpaid leave may be requested by the employee via his/her line manager to undergo fertility treatment. Alternatively, employees may prefer to request annual leave or flexitime for this purpose.

This applies equally to an employee whose partner is undergoing fertility treatment.

An employee who wishes to take time off work for fertility treatment must:

- Inform their line manager as soon as their plans to undergo fertility treatment have been confirmed
- Produce evidence (e.g. an appointment card) for each occasion on which time off is requested
- Try to arrange appointments at times that will cause the minimum amount of inconvenience to the Service
- Give as much notice as possible of the days on which time off is required

5.12 Flexible working

The Authority has a flexible working Policy which considers requests from employees if they need

- A change to the hours they work i.e. a reduction
- A change to the times when they are required to work
- A change to the place at which they work either in full or in part (specifically home as opposed to workplace)

For further details please refer to the flexible working Policy at the link attached. [Flexible working policy](#)

5.13 Gender re-assignment

An employee who requires time off for medical or other treatment relating to gender re-assignment will be treated no less favourably than for time off for illness or other medical appointments as set out in section 5.20 of this Policy and the sickness absence Policy.

Where disruption to the workforce occurs, this policy is intended to take precedence over existing employment policies and practices.

5.14 Health and safety representatives duties and training

Reasonable time off with pay to carry out duties connected with role, e.g. to perform functions and for union -approved or employer provided safety training. For further details please refer to the link attached: [Safety Reps & Related information](#)

5.15 Job Interviews

Reasonable time off with pay will be given to attend interviews for other positions within the Authority. Employees will be expected to take annual leave to attend interviews with other employers including local authorities; except in times of organisational change where an individual may be 'at risk' of redundancy (and has received formal notice to this effect). The employee would need to have one years service and in this situation paid time off to attend interviews will be given.

5.16 Jury service

In the event of the employee being called up for jury service, they should discuss this with the manager at the earliest opportunity. Jury service normally lasts for 10 working days, but may be longer. The employee should provide the manager with a copy of the court summons and any other relevant documentation.

The employee will continue to be paid while on jury service at the normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings. The employee will receive, with the jury summons, a Certificate of Loss of Earnings or Benefit. The manager is responsible for ensuring that the employee submits the Certificate of Loss of Earnings or Benefit to the payroll team who will submit to the HM Courts and Tribunals Service (HMCTS) for reimbursement, up to a limit, for loss of earnings incurred due to the employee being absent from work due to jury service. The employee will be paid as normal until his / her reimbursement has been processed, whereupon the employee is obliged to present payroll with the receipt for the reimbursement. Payroll will then make the appropriate deduction from the employee's pay.

If the employee's services are not required for any part or whole court day they will be expected to return to work for the remainder of the working day.

If the employee's jury service ends before the expected 10-day period (or such longer period as the court may have indicated to the employee that they will be required for) the employee will be expected to return to work for the remainder of that period.

5.17 Magistrates

Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

Up to 18 days, or 36 half days per annum will be allowable (pro rata for part time employees).

Employees will be paid as normal and will then be required to re-imburse the council with the maximum amount of attendance, or loss of earnings allowance or any other allowance that may be receivable. The employee will need to declare this to their manager so that the relevant deductions can be made.

5.18 Maternity leave

The occupational maternity scheme applies to all pregnant employees regardless of the number of hours worked per week or their length of service. All pregnant employees are entitled to 52 weeks maternity leave consisting of 39 weeks ordinary maternity leave and 13 weeks additional maternity leave. Please refer to the Authority's separate maternity leave policy for further details: [Maternity pack](#)

5.19 Maternity/adoption Support leave

Maternity Support Leave of 1 week with pay shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth. To qualify for maternity support leave the employee requesting this time will be the main support for the mother/ primary adopter and/or carer of the child. If the authority knows that the partner, father/ co-adopter intends to take his/her entitlement to maternity support leave (MSL) and/or statutory paternity leave (SPL) then there will be no need for a 'nominated carer'. Please refer to the following link for further details. [Paternity leave policies](#)

5.20 Medical appointments

5.20.1 There is no right to paid time off to attend planned doctor, dentist or hospital appointments. Employees must try to make appointments outside or at the end of their normal working hours/shift time to minimise any disruption.

Employees who are participating in the flexitime scheme may request flexitime to attend please refer to the following link for further details: [Flexi time scheme](#). Employees who are not participating in the flexitime scheme may request time off at the discretion of their manager, may work back the time at a later date or use annual leave to cover the absence.

5.20.2 Appointments with Occupational Health will be accommodated during working time, wherever possible. Follow up appointments arranged by occupational health such as Cognitive Behavioural therapy (CBT) or physiotherapy will also be accommodated during working time wherever possible.

5.20.3 An employee with a disability (as defined by the Equality Act 2010) may request via his/her line manager for paid time off to be considered for health/medical appointments associated with the management of the particular disability. The manager should consider individual requests in line with the Disability Information and Reasonable Adjustments Guidance'. Please refer to the following link for further details: [Disability information and reasonable adjustment](#)

5.20.4. Any pregnant employee has the right to paid time off to attend ante natal care and must produce evidence of the first appointment if requested to do so by the Line Manager. Ante-natal care can include not only medical examinations but also relaxation and parent craft classes. If attendance at the appointment is a matter of personal choice for the employee and is not on the advice of a registered medical practitioner, registered midwife or registered nurse, the employee can request unpaid time off/annual leave or flexi-time (if applicable). Carmarthenshire County Council reserves the right to ask employees to re-arrange appointments where it is reasonable to do so. Employees should wherever possible try to arrange these appointments as near to the start or end of the working day as possible.

5.20.5 Time off for cancer screening e.g cervical, mammogram and prostate will be with pay, and should not be recorded and monitored as sickness absence. Employees should however strive to accommodate such appointments outside working hours.

5.21 Members of Community Councils/Unitary Authorities

Up to 18 days or 36 half days per annum (pro rata for part time employees) with pay to enable individuals to undertake those duties arising directly from their membership or office under their council.

- Attendance at meetings of the executive or its committees.
- Performance by a member of the executive of duties for the purpose of discharging the functions of the executive.

Where an employee holds a public office or public position, it is the Authority's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for any such time off by working additional hours at another time.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties for the Authority, the Authority has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual holiday entitlement for this purpose.

Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible.

An employee may continue to be paid at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant Authority in respect of the duties performed, which the employee must declare to their manager.

5.22 Parental bereavement leave

For employees who suffer the loss of a child under the age of 18 on or after 6 April 2020. They are entitled to two weeks paid time off. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.

There is no minimum length of service requirement. This type of leave applies to the parent of the child who has passed away, or the partner of the child's parent. In general, this type of leave is for those with parental responsibility for the child.

The two weeks of parental bereavement leave. Can be taken as a single block of two weeks; or two separate blocks of one week at different times.

The leave cannot be taken as individual days. The leave can be taken at a time the employee chooses within the 56 weeks after the bereavement.

If the employee has lost more than one child, they have a separate entitlement for each child.

5.23 Parental leave

Parental Leave is the right to take 18 weeks **unpaid** leave for the purpose of caring for a child. Effective from 5th April 2015 legislation has been amended for this entitlement to include any child who is under the age of 18. The 18 weeks unpaid period is the total amount of parental leave that can be taken for a child up until that child is 18.

The Authority has a separate parental leave policy please refer to the following link: [Parental leave policy](#)

5.24 Paternity leave

Eligible employees will have the right to take paid leave to care for the child and /or support the mother. Ordinary paternity provides 2 weeks paid leave to employees. Employees may be entitled to additional statutory paternity pay. Please refer to the following link for further details: [Paternity leave policies](#)

5.25 Public duties

Employees who hold certain public positions have a right to reasonable unpaid time off during working hours. The provisions cover Justices of the Peace and members of the following public bodies:

- a statutory tribunal;
- the Service Authority for the National Crime Agency;
- a board of prison visitors or a prison visiting committee;
- a relevant health body;
- a relevant education body;
- the Environment Agency, Natural Resources Wales

There is no definition in law as to how much time off is reasonable for the purpose of public duties. When considering whether to grant time off, the employer may take into consideration some or all of the following factors:

- How much time off is generally required for the performance of the office in question, and how much time off is required for the performance of the particular duty on the particular occasion;
- How much time off has already been granted to the employee for public duties;
- The circumstances of the Authority's business;
- The effect of the employee's absence on the running of the Authority's business.

5.26 Religious and cultural observation

Although there is no statutory entitlement to receive time off, paid or unpaid for religious reasons, annual leave, flexible working hours or unpaid leave can be considered depending on the circumstances and where leave entitlement has been exhausted. Please follow the link to Religion and Belief guidance for further details: [Religion and belief guidance](#)

5.27 Reservists' mobilisation

Reservists may be called up for military operations, with notice typically given 28 days before mobilisation, which are likely to last up to 12 months.

On being called up, the reservist should present his/her mobilisation papers, typically together with a letter from the Ministry of Defence to the line manager, outlining the date, and possible duration, of his/her mobilisation. The Ministry of Defence may also contact the Authority independently.

The Authority recognises that, under the Reserve Forces (Safeguard of Employment) Act 1985, if it believes that the employee's absence on military service is likely to do "serious harm" to the organisation, it may apply for an exemption, deferral or revocation of mobilisation. The Authority recognises that the criteria for exemption, deferral or revocation are strict and will seek an exemption, deferral or revocation only in exceptional circumstances.

Reservist employees will not be paid by the authority whilst mobilised as they will be paid Military pay during this time.

Regardless of the length of the military action, the mobilised reservist has the right to be reinstated in his/her former job within six months of demobilisation.

To exercise the right to be reinstated, the reservist must write to the Authority via the line manager no later than the third Monday after demobilisation confirming his/her intention to return to work within the following 13 weeks. The initial 13-week period may be renewed by the employee for a further 13 weeks if circumstances such as illness or injury prevent the reservist's return during the initial period.. In these circumstances it is the employees responsibility to renew this request. However, the reservist forfeits his/her right to return to work with the Authority if s/he fails to do so within 26 weeks of demobilisation.

Once the reservist has been reinstated, the Authority will continue to employ him/her in that same occupation (and on the same terms and conditions) for:

- 52 weeks if the reservist had been employed for a consecutive period of at least 52 weeks at the time s/he was called up for military operations; or
- 26 weeks if the reservist had been employed for a consecutive period of at least 13 weeks but less than 52 weeks at the time s/he was called for military operations; or
- a minimum of 13 weeks if the employee was employed for fewer than 13 weeks immediately prior to mobilisation.

Continuity of employment

The continuity of the reservist's period of employment is not broken by a period of mobilisation, if s/he is reinstated to his/her former employment within six months of demobilisation.

However, when calculating the employee's total period of continuous employment, the Authority will discount the number of days falling in the period between the date on which the reservist is called up for military operations and the day immediately preceding the day on which s/he returns to work.

5.28 Reserve forces training

Attendance for training in the non regular armed forces should be taken out of annual leave, flexi-leave or an application should be made for unpaid leave. All leave requests will be considered subject to service requirements.

5.29 Shared parental leave

Shared Parental Leave (SPL) enables mothers commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay with their partner, or return to work early from maternity leave and opt in to shared parental leave at a later date.

For further information in relation to shared parental leave policy please refer to the intranet, HR policies and guidance section. The Policy sets out the rights of employees to shared parental leave (SPL) and shared parental pay (SHPP) available to parents with babies due on or after 5th April 2015.

5.30 Special constable training

An employee may request reasonable time off without pay via his/her line manager to attend training courses but not for duty shifts as a special constable. Annual leave or flexitime can be requested subject to service requirements.

5.31 Special leave for employees to represent the Country at sporting, charitable or other events.

An employee may request special leave via his/her line manager for representation of sport, charitable or other events at national level of up to 5 days with pay. Advice must be sought from HR Team before agreeing to these requests.

5.32 Study leave

The Authority is committed to providing support to learners to ensure that they are able to maximise the potential from a learning event, however this support will differ

depending on the type of learning that is undertaken. Please refer to the following link for details of support available for learners: [Learning & Development Policy](#)

5.33 Trade union activities

Employees who are union representatives of the Trades Unions recognised by the Authority are entitled to reasonable time off during working hours, with pay, to carry out Trade Union duties and training.

The Authority has a facilities agreement which is the framework within which requests for time off are managed. This is to ensure the needs of the service are protected whilst at the same time ensuring that the reasonable needs of Trade Union representatives are recognised and accommodated. Please follow the link for further details. [Trade union facilities agreement](#)

5.34 Unpaid leave

Employees can request unpaid leave for any period of time up to 12 months (please refer to career break above for periods exceeding 12 months). Requests for unpaid leave should be made to the Director or nominated representative via the attached unpaid leave form and will be managed in accordance with the needs of the service. Please refer to section 6 below for details relating to how this will impact on the Local government pension scheme.

6 Effect of unpaid time off on LGPS pension contributions

The period of unpaid leave will not count as membership of the LGPS unless the employee pays for it to do so. Employees can pay contributions for the whole period of their absence up to a maximum of 3 years, and maintain their full benefits.

For the period to count towards the membership, employees must elect to pay the contributions that they would have paid if they had been at work.

If the employee chooses to do this they must inform HR, in writing within 30 days of their return to work (or within 30 days of leaving, if they do not return to work).

7 Applications for time off

Unless otherwise stated or unless there is separate Policy referred to that details the application for time off, applications for time off should be made to the Director or nominated representative via the line manager using the form attached at appendix A.

Applications for time off and leave can be made via resource link self service for employees that have access.

8 Process review

If an employee feels that their request for leave (made under any of the categories included in this policy) has not been dealt with fairly, they can refer the matter to the HR Department they must, however, have previously fully discussed their concerns with their Line Manager.

Human Resources will then consult with both the employee and Line Manager to establish whether the matter can be resolved informally.

If a satisfactory solution is not achieved informally, then the employee can either raise this in accordance with the Council's Grievance Policy. Alternatively, where the Policy being referred to has a right to appeal and a prescribed process, this appeal route would need to be followed.

9 Ensuring equality of treatment

All employees are required to adopt a positive, open and fair approach and ensure the Authority's Equality and Diversity Policy is adhered to and applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender reassignment, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status.

In addition, the Welsh Language Standards ask us to 'ensure that the Welsh language is treated no less favorably than the English language' and this principle should be adopted in the application of this Guidance.

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR Team who will, if necessary, ensure the policy/procedure is reviewed accordingly.

If you require this publication in an alternative format please contact People Management on Ext 6129 or e-mail PMBusinessSupportUnit@carmarthenshire.gov.uk



APPLICATION FOR COMPASSIONATE & UNPAID LEAVE

This form must be **fully** completed for consideration to be given to the application and should be submitted at the earliest opportunity.

Name _____ Employee Number _____

Designation _____ Location _____

COMPASSIONATE LEAVE

Number of Days	Dates	Reason

UNPAID LEAVE

Number of Days	Dates	Reason

Signature of Applicant _____ Date _____

For completion by Line Manager

COMMENTS:

APPROVED/NOT APPROVED Signed _____ Date _____

For completion by appropriate Senior Manager:

COMMENTS:

APPROVED/NOT APPROVED Signed _____

