**INSERT PARISH LOGO**

**Special Leave Policy and Procedure**

**Status of Policy:** Non-contractual

**Review Date:** INSERT

**Policy applies to:** Insert name of church]

1. **Introduction**

The PCC of name of church (hereafter referred to as the PCC) is committed to developing work practices that support work-life balance and equality of opportunity in employment.

Any special leave granted is always on the provision that it is subject to the operational needs of the work area of the particular employee and requires prior permission.

The PCC recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions. A range of special leave options are summarised to help employees achieve an appropriate balance between their work and personal commitments. Some of these provisions are already in existence e.g. compassionate leave, emergency leave, jury service, whilst others are based on custom and practice.

1. **Purpose and Scope**

The aim of the Special Leave Policy is to provide a framework that enables employees to request reasonable time off, whether paid or unpaid, as an exception to manage their personal circumstances. This is distinct from longer term arrangements regarding working hours, which should be managed in accordance with the Flexible Working Policy.

Section 5 of this policy outlines the categories of Special leave; it is recognised that it is not possible to cover all circumstances where special leave may be appropriate. Therefore for specific or exceptional circumstances not covered by this policy, please contact the PCC who will seek further advice from the Diocese if necessary.

Guidelines regarding the number of days special leave that can be granted are provided for each category of leave. In exceptional circumstances a request for extended special leave may be made to the Diocesan Secretary.

Up to 3 months unpaid leave may be granted as special leave or combined with annual leave. Requests for a longer period may be considered under the Employment Break Scheme.

This policy has been developed in accordance with all legal requirements and set within the following legislation:

Employment Relations Act (1999)

Employment Rights Act 1996

Juries Act 1974

Constitutional Reform and Governance Act 2010

Equality Act 2010

Maternity and Parental Leave Regulations 1999

[Parental Bereavement (Pay and Leave) Act](http://www.legislation.gov.uk/ukpga/2018/24/pdfs/ukpga_20180024_en.pdf) 2018

This policy is subject to updates and amendments in line with legislation.

1. **Responsibilities**

**3.1 The PCC**

The PCC is responsible for implementing this policy and holds responsibility to support work-life balance and equality of opportunity in employment.

**3.2 Line Managers**

Line Managers are responsible for;

* Considering all requests for special leave, arranging a meeting with the

individual to discuss the request.

* Ensuring that requests are dealt with in accordance with this policy and the

relevant procedure.

* Informing the employee of the outcome of their request.
* If a request cannot be agreed reasons must be given and alternative

arrangements should be considered.

* Informing the title of person responsible for pay management where pay is affected.
* Informing HR of the outcome of the leave request.
* Reviewing requests for extended Special Leave with the PCC.

**3.3 HR Team leave this section if applicable**

The HR Team are responsible for;

* Advise on all matters of special leave
* Recoding any Special Leave taken on the Leave database.

**3.4 Employees**

Employees are responsible for;

* Submitting special leave requests to the relevant manager using the appropriate documentation and providing supporting information where needed. Employees can contact PCC in the first instance to discuss the special leave request if needed.
* Providing at least 4 weeks notice before the requested start of leave wherever possible.

1. **Procedure**

In all cases, an employee must discuss any application they wish to make for special leave with their line Manager at the earliest opportunity. For emergency or compassionate leave this should be as soon as reasonably practicable. If an individual finds it difficult to talk to their manager due to the nature of the leave requested they may wish to contact the PCC

The following steps should be followed for all special leave applications:

**Step 1** - Employees should make an initial written application to their line manager for special leave at least 4 weeks prior to the commencement of the requested period using the Application for Special Leave Form in Appendix 1. Where it is not possible to give 4 weeks' notice, e.g. in cases of Emergency Leave, the employee must contact their line manager as soon as reasonably practicable.

**Step 2** - Where appropriate, on receipt of the application, the manager will arrange a meeting with the employee to discuss their needs, which may include:

* + The anticipated number of days away from work.
  + The schedule that they potentially will be following, were applicable.
  + Any additional flexible working pattern arrangements that will be required.
  + Any implications for the PCC
  + Any implications for Pay
  + Any other matters specific to the type of special leave requested.

**Step 3** - The relevant Line Manager will confirm to the employee if their request has been agreed, must be postponed or cannot be agreed by completing part 2 of the Application Form (Appendix 1).

**Step 4** - Reasons will be provided where an application cannot be agreed. If it is necessary to postpone a special leave request alternative dates will be suggested or alternative arrangements discussed with the employee.

**Step 5** - The completed Application Form should be sent to the person responsible for HR. Depending upon the type of special leave requested, there may be additional steps not set out above, such as the submission of medical certificates or receipt of reimbursement from a court for undertaking jury service.

1. **Types of Leave**

The PCC recognises the following categories of Special Leave, all of which are covered in more detail within the corresponding sections below:

* 1. Bereavement of a close relative (Compassionate leave)
  2. Unforeseen emergencies involving dependents or unexpected domestic emergencies (Emergency leave)
  3. Essential civic and public duties.
  4. Parental Leave
  5. Service in the Reserve Forces.
  6. Jury Service and attendance in court as a witness.
  7. Gender Reassignment.
  8. Medical /Dental Appointments and Elective surgery/procedures.
  9. Scheme to support involvement in the Community (Voluntary work)
  10. Disruptions to Travel (Including extreme weather) & Office Closure
  11. Time off for Blood donation
  12. Time off for Fertility treatment
  13. **Bereavement of a close relative (Compassionate leave)**

**5.1.1 Time off on notification of a Bereavement**

In the event of a death involving either immediate or close relatives, it is appropriate to grant leave on compassionate grounds. The leave entitlement may be available to all employees regardless of length of employment, although the time off may vary as specified below:

* In the event of a death involving an immediate relative, (normally defined as a spouse, civil partner, long term partner, child, parent or sibling of the employee) up to 5 days paid special leave may be granted to give time to make funeral arrangements.
* If a death involves a close relative (normally defined as a grandparent, niece, nephew, aunt/uncle, or immediate relative of a partner) up to two days unpaid special leave may be granted.

Further time off may be granted at the discretion of the manager, which may be taken as annual or unpaid leave.

**5.1.2    Parental Bereavement Leave and Pay**

The Parental Bereavement (Pay and Leave) Act 2018 which will come into force in April 2020 introduces the right for, primary carers – not just parents – to take paid time off work following the death of a child. This includes adopters, foster parents and guardians, as well as more informal groups such close relatives or family friends who have taken responsibility for the child’s care in the absence of parents.

This entitlement will cover Parents and Carers following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.

This will extend the 5 days (1 week) compassionate leave listed above in section 5.1.1 of the policy to 10 days (two weeks) paid leave. This will be paid at full pay for the entire duration.

Leave can either be taken in one block, or in two separate blocks of one week. It can be taken within a 56 week window from the child’s death, to allow time for moments such as anniversaries, and notice requirements will be flexible so leave can be taken without prior notice.

Parents will ***not*** need to provide the employer with a death certificate as evidence.

# 5.1.3 Time of for Funeral

# Where an employee requests leave to attend a funeral of an immediate or close

# relative (as defined above), paid leave should normally be granted for the day of the funeral. This is available to all employees regardless of length of employment and will be in addition to the provision made for bereavement.

Managers should consider the employee's circumstances and the needs of the service when granting special leave to attend a funeral, taking into account that some employees may have to travel long distances including going to another country. In these circumstances further unpaid special leave may be granted at the discretion of the manager, or the employee may choose between taking annual leave or unpaid leave or a combination of each.

Paid time off to attend a funeral for a work colleague as a representative of the PCC may be given when possible.

* 1. **Unforeseen emergencies involving dependents or unexpected domestic emergencies (Emergency leave)**
     1. **What constitutes an ‘Emergency’**

The PCC recognises that there may be other occasions when an employee may need emergency leave to deal with unexpected situations and make necessary longer term arrangements.

Employees may be able take 1 or 2 days paid leave at short notice to deal with emergency circumstances. If more leave is required this may be granted at the discretion of the manager as annual leave or unpaid leave.

Emergency leave is intended for urgent situations that could not be foreseen. It may be agreed when care for dependants breaks down e.g. child care or, there are other urgent domestic crises. A dependent is described as a partner, or “a near relative” or someone who lives at the same address as the employee. A relative for this purpose includes: parents, children, siblings or is someone who relies on the employee in a particular emergency (e.g. an elderly neighbour).

Examples of when Emergency Leave may be granted:

* + - * If a dependent falls ill or has been involved in an accident or assaulted.
      * To make longer term arrangements for a dependent who is ill or injured.
      * To deal with the unexpected breakdown in care arrangements for a dependent.
      * To deal with an incident involving the employee’s child during school hours.
      * Urgent and distressing domestic situations such as fire, flood or burglary.

Emergency leave is intended to cover **unforeseen** matters. If an employee knows in advance that they require time off, i.e. for a planned operation of a child, this should be taken as annual leave.

* + 1. **Amount of Emergency Leave Available**

It is encouraged that the shortest amount of hours as possible is taken to deal with emergency leave situations in order to ensure service provision is maintained. One day will normally be sufficient to make arrangements for the emergency situation, although more time may be required depending on the circumstances. Towards the end of the day the manager should be contacted to discuss the circumstances and the plan for the following day, at this point a decision on taking annual leave or unpaid leave could be made or the manager can defer the decision until the employee returns to work.

*Up to 3 days paid leave may be given in any rolling 12 month period (pro rata for part time employees). There is no right to* ***paid*** *emergency leave.*

**5.2.3 Management of Emergency Leave**

When the employee returns to work the manager will discuss the request with the employee and confirm whether the emergency leave has been granted and whether paid or unpaid, if a decision has not already been made.

The manager will record the amount of Emergency Leave, and whether it is paid or unpaid by emailing the person responsible for HR.

All employees are encouraged to keep a couple of annual leave days to use for potential emergencies situations, which could include child care issues or for other situations such as medical appointments.

* 1. **Essential civic and public duties**

Reasonable unpaid leave will be granted for essential civic and public duties, examples include serving as a justice of the peace or for membership of statutory tribunals. Employees wishing to apply for special leave under this heading must inform their manager as soon as they become aware of the dates needed and should show their manager the official letter of notice.

* 1. **Parental Leave**

The right to unpaid parental leave applies to employees who have completed one year's continuous service with the DBF.

An employee has a right to take a total of 18 weeks' unpaid parental leave for each child. Normally, parental leave is taken in blocks or multiples of one week (with the exception that parents of disabled children can take leave in multiples of one day).

Effective from 5 April 2015, the employee's right to take parental leave is increased to the child's 18th birthday in all cases.

Normally, up to a maximum of 4 weeks' parental leave per qualifying child can be taken in a year, by agreement with the Team Manager.

* + 1. ***Shared Parental Leave***

The provision for Parental Leave outlined above offers the facility to take periods of unpaid leave to care for a child and is in addition to the legislation on **Shared Parental** Leave.

Shared Parental Leave enables parents to have flexibility in sharing the care of a child in the ***first year after birth or adoption***.

For further information on Shared Parental Leave, please refer to the **Shared Parental Leave Policy.**

* 1. **Service in Reserve Forces** 
     1. **Training**

Most volunteer members of the Reserve Forces (the Army Reserve, Royal Naval Reserve, Royal Marines Reserve or Royal Auxiliary Air Force), will attend training one evening a week with their unit and attend training weekends through the year. To consolidate their skills, they also take part in annual training which is completed over a period of two weeks.

Such reserve training is paid by the Reserve Forces in the form as a Tax free sum paid annually. Therefore, where employees are required to undertake training on a normal working day they will be required to take annual leave or may request unpaid leave in order to attend.

**5.5.2 Active Service**

Employees called up for compulsory military service under the Reserve Forces Act (1996) must immediately notify their Team Manager, providing any necessary documentation.

The total period of mobilisation can range from three months or less, up to a legal maximum of 12 months in total, accumulated over a 3 year period.

The PCC cannot prevent an employee who is called up from attending military service, but can appeal against the decision if they feel the employee's absence will cause serious detriment to parish name.

Where an employee is called up for active duty by the UK government, their absence will be treated as a period of unpaid leave. Whilst this period of leave will not break continuity of employment, it will not count in computing the employee's length of continuous employment.

Non-UK nationals called up for compulsory national service by their home country should contact the PCC for advice.

Guidance and support on all aspects of employing reservists can be found within the Employers Toolkit link below;

[Reservist Employers Toolkit](https://www.gov.uk/government/publications/reservist-employers-toolkit/reservist-employer-toolkit)

* + 1. **Pay during Mobilisation for employee**

While the reservist is mobilised they can either ask for the days they are mobilised to count towards the [Armed Forces Pension Scheme](https://www.gov.uk/government/collections/armed-forces-pension-scheme-2015) or keep contributing to their pension (the Ministry of Defence (MOD) will pay the employer’s contributions)

If military pay is lower than civilian salary, then an employee can claim the difference. Employees are given instructions about how to claim in their mobilisation pack provided by the MOD.

* + 1. **Financial Assistance for employer**

In order to assist employers with covering the additional costs of replacing a reservist employee, funding can be applied for from the Resource Forces Adjudication Officer.

[Employers claim form for awards under the Reserve Forces (Call Out and Recall)(Financial Assistance) Regulations 2005](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626793/Financial_assistance_for_employers-FINAL-3-Feb-2017-1.pdf) .

This financial assistance could help towards the cost of:

* the cost of a temporary replacement if it’s more than the reservist’s salary
* advertising costs and agency fees for finding a replacement
* a period of handover and takeover (5 days before and after mobilisation)
* training costs for the replacement
* overtime, if other employees cover the work
* training the reservist needs to carry on their job when they return

**5.5.6 Returning to Work**

The employee will have the right to be re-employed at any time during a 6 month period after the end of their military service to the same position and on terms and conditions which are no less favorable than those which previously applied. If total reinstatement is not reasonable and practicable, the employee will be offered the most favorable terms and conditions as are reasonable and practicable in the circumstances.

The employee must apply in writing for reinstatement by the end of the 4th week following the end of their military service (except where the employee is prevented applying within that period by reason of sickness or other reasonable cause). In certain circumstances a return to work plan may be offered to an employee who has been involved in active duty. The plan will be developed in discussion with the employee, their Line Manager, the Human Resources person and the Occupational Health Service as required.

* 1. **Jury Service and attendance in court as a witness**

**5.6.1 Jury Service**

If an employee is called up for jury service, they should contact their Line Manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. The employee should provide their Line Manager with a copy of the jury summons and any other relevant documentation.

The PCC will expect employees to seek reimbursement from Her Majesty's Courts Service (HMCS) wherever possible. To do this, the employee should:

* Send the Certificate of Loss of Earnings or Benefit they receive with their jury summons to payroll for completion.
* Submit the Certificate to HMCS to receive reimbursement for loss of earnings.
* Send the reimbursement receipt they receive from HMCS to payroll.

Employees will continue to be paid as normal whilst on jury service, until reimbursement for loss of earnings is confirmed by the court, at which point the PCC will make the appropriate deduction from their pay in the next monthly payroll. If the receipt for reimbursement is not received within 3 months of the end of the period of jury service, the PCC will make a deduction from the employee's salary in respect of those sums which are reclaimable from HMCS by the employee.

Should the Employee / Line Manager feel that an employee's absence on jury service will be severely detrimental to the operation of the Parish, the employee may be asked to make an application for excusal or deferral, as appropriate. Where this applies, they should first discuss the matter with their Line Manager and the peson responsible for HR who will assist with preparation for a letter to support the deferral.

For any day that an individual is not required in court which is one of their normal working days, they will be required to attend work as normal.

At the end of the Jury Service, the manager is expected to contact the person responsible for HR (by email) to confirm the length of time taken for jury service so it can be recorded upon their Personnel record and PCC reporting system.

* + 1. **Court Attendance as a Witness**

If in a private capacity, an employee is summonsed to appear as a witness in third party proceedings or is required to give evidence in their own court proceedings, a period of paid leave may be granted to cover the date of their appearance in court. If the employee chooses to stay to observe the proceedings after their witness duties are complete, then these additional days at Court should be taken as either unpaid or annual leave.

Where paid leave has been granted, the employee may retain any compensation for loss of earnings or other sums payable or ordered by the court. The employee may also retain any travelling and subsistence allowances received from the court.

Where an employee is called by the PCC to act as a witness on the PCC's behalf at an Employment Tribunal hearing or any other court proceedings, the employee will continue to receive their full pay, as this will be deemed part of their normal duties.

* 1. **Gender reassignment**

Requests for time off for medical treatment relating to gender reassignment will be managed and recorded in accordance with the Parish name’s Sickness Absence Policy and Procedure in recognition that surgical intervention / medication may mean they are unable to work. Time off for these purposes will be treated no more or less favorably than time off for illness or other medical appointments.

Reasonable requests for time off for non-medical treatment related to gender reassignment will be considered subject to operational requirements. Normally annual leave or unpaid leave will be considered for these purposes.

An employee may also request to take a period of leave before returning to work in their new gender. This should be discussed with their Line Manager and annual leave or unpaid leave considered subject to operational requirements.

* 1. **Medical /Dental Appointments & Elective surgery/procedures**

**5.8.1 Arranging authorisation**

There is no automatic right for paid time off to attend medical or dental appointments and whenever possible appointments should be arranged in the employee’s own time. Where it has not been possible to arrange an appointment outside of normal working hours, or, in an emergency situation, a manager may use their discretion and authorise time off using a combination of any of the options below:

* Using up previously accrued time in lieu
* Annual Leave
* Arranging for the time to be made up later

There should be a discussion between the manager and employee to determine how the time off is to be managed. In exceptional circumstances, the Line manager is able to grant a period of paid leave to enable the employee to attend their medical or dental appointment.

The authorisation of the time off should be agreed in advance. Employees should keep their managers informed of all appointments and let managers know at least the day before about the appointment.

**5.8.2 Guidance on how time should be taken**

General guidelines would be that for appointments that cause the employee to arrive late or leave early up to two hours, this time could be made up.

Where appointments would lead to time owing greater then two hours, the employee should take a half day or one day annual leave – whichever is most appropriate.

However, management of this issue is at the discretion of the manager and they have the authority to act outside these guidelines and determine their own guidelines. Cases will be treated individually and can be influenced by elements such as the number of appointments already taken.

Similarly where time off is requested for a non-emergency situation such as an elective procedure, the employee must get authorisation from their manager that they can take the time off before confirming the date for the procedure/ appointment.

When time off is given for the appointment, the employee may be asked to show their manager the letter, or appointment card, confirming the procedure.

Failure to follow this procedure and/or provide relevant evidence of procedures or appointments may result in the time off being unpaid, treated as unauthorised absence and as a potential conduct issue.

For information on antenatal appointments please see the Maternity Policy and Procedure.

**5.8.3 Time off for surgery, treatment and recuperation**

Time off for surgery, treatment and recuperation that relates to a medical or psychological condition and is supported by a medical certificate, will be treated as sick leave in the same manner as any other medical appointment.

In cases of elective surgery, annual leave should be taken in the first instance. In exceptional circumstances unpaid leave may be granted subject to operational needs of the institution. Elective surgery is surgery or a procedure that isn’t considered to be medically necessary, including cosmetic surgery. Requests for time off for surgery, treatment and recuperation should follow the normal process for requesting annual leave. In the event that such treatment results in an employee becoming unfit for work, e.g. due to infection or other complications, the usual sickness absence provisions apply, including procedures for certification.

**5.9 Scheme to support involvement in the Community**

The PCC is keen to support employee involvement beyond their job role in the wider community, and as such employees can apply in writing to their Line manager for a maximum of two days paid leave per year to undertake voluntary work.

Such Community involvement may include, but is not exclusive to, Charity Trusteeships, or School Governor duties.

The Community involvement scheme precludes any work undertaken in support of the employee’s local Church (eg PPC membership, Sunday School Leaders, Church Warden).

In the application employees should include:

* + - an outline of the work
    - when the work is to be undertaken
    - an estimation of the amount of time that the work will require
    - any costs that may be incurred
    - why this work has been chosen
    - what the PCC may gain or learn from the experience

The Line Manager will consider the application to allow paid time away from the workplace, which will in turn require authorisation from the PCC.

Successful applicants will be expected to provide a short report about their experience to outline what they did and what they gained from the opportunity. These reports will form part of the evaluation process of the Scheme.

* 1. **Disruptions to Travel & Office Closure**

It is the duty of each employee to make their own arrangements to get to work on time. It is recognised that at times employees may experience severe difficulties in getting to and from work as a result of inclement weather and/or disruption to travel services. However, employees are expected to make all reasonable attempts to attend work in order for services to be maintained even if this means they will arrive late.

“Inclement weather” can be defined as snow, ice, fog, floods, resulting in extremely hazardous journeys by road, using public or private transport.

“Extremely hazardous” is defined as those conditions in which the police and/or appropriate motoring organisations advise the public not to travel at all as a result of severe local weather conditions. If schools/nurseries are closed due to inclement weather, the employee may request emergency leave (refer to section 5.2). Employees living within reasonable walking distance of their base will be expected to make every effort to get to work.

Disruption to travel services can be caused by;

* + - * Severe weather conditions resulting in delays/cancellations to public/private transport
      * Major disruption to public services and private transport due to major accidents
      * Industrial action by public transport services i.e. road/rail
      * Fuel crisis
      * Other major incidents involving police, fire and ambulance services
    1. **Options for managing disruptions to travel**

To ensure that all employees are treated consistently during inclement weather/disruption to travel services, the PCC will provide options for employees;

* + - * taking time off in lieu using hours already worked
      * agreeing to work the hours lost at another time
      * Working from home / or another suitable location (mindful of data

protection principles)

* + - * taking annual leave
      * taking special leave without pay
      * requesting emergency leave if a child’s school/nursery is closed

If instructed by the police or armed forces (or any other authority) to not attempt to leave their homes because it is unsafe to do so due to adverse weather conditions, employees should adhere to these instructions and not attempt to attend work. Employees should notify their manager immediately or at the earliest opportunity. If this is the case, managers have the discretion to grant special leave with pay.

Where Employees report for work from home or at premises other than their normal base, they should inform their line manager of a contact number, and of when they are logging in to their computer and times that they are away from their workstation.

It is the responsibility of each employee to inform their line manager if they are unable to attend work within at least one hour of their usual start time, and to keep their manager regularly informed. Failure to notify an appropriate manager that they are unable to attend work would be considered as unauthorised absence and will therefore be unpaid.

* + 1. **Office Closure**

In exceptional circumstances, a decision may be made by the PCC or another nominated individual to close the building and either send staff home, or tell them not to arrive for work. Employers will be informed of this decision by their Line Manager. In these circumstances the employee will not be required to make up lost hours.

If the Office remains closed for more than the first day, the Line manager will be responsible for informing their Line members by phone or email about the status of the Office. Where possible, these employees should make arrangements to work from home.

* 1. **Time off for blood donation**

Necessary time off, with pay, will be granted for the purposes of blood donation.

* 1. **Time off for fertility treatment**

A maximum of 5 days (pro rata) paid special leave may be granted per year for the purposes of preparing for fertility treatment.

Any further absences resulting from the treatment must be covered by annual leave, or by making a request for unpaid special leave or alternatively the absence will be recorded as sickness and therefore covered by the Sickness Absence Management Procedure.

1. **Employment Rights**

The rights of employees (ie. the right to pay, holidays and returning to a job) are protected during periods of Special Leave.

1. **Misuse of the Policy**

Employees who feel that they have been unreasonably refused time off should, in the first instance, raise the matter with the PCC. Ultimately employees have the right to raise the matter through the grievance procedure.

The PCC will treat instances of unauthorised leave as a serious disciplinary matter. Employees should be aware that, if they take a period of leave that has not been approved, their pay may be withheld for that period and they may be subject to disciplinary action. For further advice please refer to the Disciplinary Policy.

**Appendix 1 Application Form for Special Leave**

***Part one to be completed by employee***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Team** | |  |
| **Date Employment commenced** |  | **Job Title** | |  |
| **Type of special leave requested** |  | | | |
| **Details of leave requested – include any flexible working requirements** |  | | | |
| **Start date** |  | **Last day** | |  |
| **Total Number of days requested** |  | **Paid or unpaid** | |  |
| *If my leave is paid for by an external provider (eg where it relates to Jury Service or Reserve Forces training) I understand that any remuneration I receive will be refundable to the PCC* | | | | |
| **Signed** |  | | **Date** |  |

***Part two to be completed by manager***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Agreed / Not agreed** |  | | **No. of days taken in last 12 months** | | | |  | |
| **Reasons for Agreeing/not agreeing to request** |  | | | | | | | |
| **No. of days paid leave granted** |  | **No. of unpaid days granted** | |  | | **Date Payroll informed** | |  |
| **Comments** |  | | | | | | | |
| **Signed** |  | | | | **Date** | |  | |

**Copy of this form to be sent to the HR for storing on Employee Personal File**

**Appendix 2 Template Response Letter**

**Private and Confidential**

[Name]

[Address]

[Date]

Dear [Name]

**RE: Request for special leave**

Thank you for your application for special leave due to [Insert reason], from [insert date] to [insert date]. I was sorry to hear that [individual’s name / situation] was [reason].

I have carefully considered your request and on this occasion I am pleased to be able to agree to your taking [insert number of days] [insert paid or unpaid] special leave.

I have notified the HR department of this agreement so that your personal record is complete and your pay adjusted as appropriate.

I hope that [insert name/reason] is resolved/better soon

Yours sincerely