|  |
| --- |
| **APPLICATION FOR STAFF LEAVE** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Date of Leave Request:** |  | | | |
| **Dates of Leave:** | From: (first day absent) |  | To: (last day absent) |  |
| **Reason for Leave:** | Annual Leave |  | | |
| Professional Development |  | | |
| Other (please add details) |  | | |

|  |  |
| --- | --- |
| If there are more than two people requesting leave on this day/s are you able to change your days? | Yes / No |
| If you are able to change your days how much notice would you require? |  |
| Any further information to support this application (e.g. special event, spouse/partners holiday etc.) |  |

***All leave applications are considered in relation to the Personal Policy***

|  |  |  |  |
| --- | --- | --- | --- |
| **Leave Confirmation Form** | | | |
| **Name:** |  | | |
| **Leave Application:** | Accepted / Declined | Dates Absent: |  |

|  |  |
| --- | --- |
| Reason for decline / other comments: | |
| Signed by Manager |  |
| Date |  |