

# Special/Discretionary Leave Application

Northern  
House  
School



School:

Date:

Employee:

Payroll Number:

To remain confidential to the employee and the school.

*All requests must be done in conjunction to and in reference to the Rules, Policies and Procedures of our MAT (i.e. the Trust's staff handbook). All requests, unless statutory, will be considered on their merit and may not normally be authorised. Copies of this form will be returned to staff and kept on employee records. **All requests must be submitted in person. Incomplete forms will be returned to staff without approval being granted.***

*Any medical appointments will require evidence and proof. Normal medical, dental and other such appointments will normally need to be taken during own time.*

Date and time of Special Leave: \_\_\_\_\_

Reason for Special Leave: \_\_\_\_\_

Number of periods previously requested during past 12 months: \_\_\_\_\_ (please provide reasons)

\_\_\_\_\_

I confirm that the above request is true and factual. By taking such time off I will ensure that I keep myself up to date with school activities, as well as providing materials and information where cover is required (if applicable).

I request that this period of leave be **paid/unpaid/\*paid with time made up** (please circle) at the direction of the headteacher.

Employee Signature: \_\_\_\_\_

Evidence provided: Yes/No (please circle)

-----

I have considered the above special/discretionary leave request. Having reviewed the Rules, Policies and Procedures of our MAT. I am **authorising/declining** the request. I have determined that this period of Special/Discretionary Leave to be **paid/unpaid/\*paid with time made up**.

Headteacher's Signature: \_\_\_\_\_

Date Authorised/Declined: \_\_\_\_\_ Reason for Decline: \_\_\_\_\_

\*Date, time and duties to be made up \_\_\_\_\_