

Appendix 1 – Application for Staff Leave of Absence During Term Time

Application for Staff Leave of Absence during term time

Please note that applications for staff leave of absence during term time can only be authorised under exceptional circumstances.

Please ensure that you have read the Special Leave Policy prior to making your application.

It is important to make an appointment to see the headteacher to discuss the reasons for your request prior to any decision being made as unauthorised leave could result in breach of conduct.

Date and time of meeting with headteacher:

.....

Applicant's name

.....

Dates requested for leave

From To

Reason

Name..... (Applicant)

Signed (Applicant)

Application for approval to headteacher

Application approved / not approved

Leave with pay / without pay / combination – state:

(delete as appropriate)

Signed

Headteacher Date

Office:

Copy in staff file

Copy to applicant

Payroll informed and amended (if applicable)