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| Special Leave Request Form | | | |
| **Guidance** | | | |
| Please refer to the [Special Leave Policy](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance) before completing this form. You must discuss your need for leave with your manager before requesting special leave. You can request most forms of special leave through People and Money. **This form should only be used to request leave to represent your country, campaign for election to parliament or for an extended period of unpaid leave**.  Once you have fully completed sections 1, 2 and 3, please forward the form to your manager for authorisation. | | | |
| **Section 1: Personal Details** | | | |
| Name: |  | | |
| Employee Number: |  | | |
| Department / School: |  | | |
| Sponsored Visa Holder: | Yes  No  **As a sponsored visa holder you are permitted to take up to four weeks’ unpaid leave during a calendar year. If you take more time off on an unpaid basis, the University must cease its sponsorship of you.** | | |
| **Section 2: Leave Details** | | | |
| Mark the type of leave requested (select one)   |  |  |  |  | | --- | --- | --- | --- | | **Civil Related Leave** |  | **Personal Leave** |  | | Campaigning for election |  | Extended Unpaid Leave |  | | Representing your Country |  |  |  | | | | |
| Reason for Absence – if additional information is necessary: | | | |
| Special Leave Dates (dd/mm/yyyy)  Start date:       End date:       Number of Working Hours Requested  **For payroll purposes, enter number of leave hours**       **and number of working hours per week** | | | |
| **Section 3: Declaration and Signature** | | | |
| I declare that:   * The information in this request is accurate * Where appropriate, I have submitted the relevant supporting documentation * For periods of unpaid leave I authorise the appropriate deduction of pay from my salary * Periods of unpaid leave may impact my pension benefits and contributions. | | | |
| Signed: | | Date (dd/mm/yyyy): | |
| Once the form has been completed, save and then email/send to your manager. | | | |
| **Section 4: Manager Approval**  If agreement is reached for the employee to use annual leave and/or time of in lieu to accommodate the request, this form **does not** need to be submitted. | | | |
| Special Leave Agreed  As above  **OR**  New leave dates that have been agreed are (dd/mm/yyyy):  New start date:       New end date:  **For payroll purposes, enter number of leave hours**       **and number of working hours per week** | | | |
| Manager’s Signature: | | | Date (dd/mm/yyyy): |
| **On completion, submit this form through People and Money. You should also send a copy to the person responsible for updating absence records in your College/ School/ Department. Copy in the employee for confirmation.** | | | |
| **Section 5: School / Department - Leave recording**  Update Oracle with leave details and dates (unpaid special leave cannot yet be recorded in People and Money). Ensure the document is uploaded to the digital employee file in line with local procedures. | | | |
| **Section 6: Payroll use only** | | | |
| Notes: | | | |
| **Section 7: Pensions use only** | | | |
| Notes: | | | |