|  |  |
| --- | --- |
| **Applicants Name** |  |
| **Job Title** |  |
| **Date of Application** |  |
| **Date(s) for which leave is requested:** |  |
| **Number of Days Requested** |  |
| Working Pattern (please enter no. of contractual hours on each day normally worked)  **\*\*\*Please ensure this section is fully completed\*\*\***   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | MON | TUES | WED | THUR | FRI | SAT | SUN | TOTAL | |  |  |  |  |  |  |  |  | | |
| ***Payment for Leave of Absence is at the discretion of the Head Teacher Trustees (if appropriate).***  ***Please refer to guidance on Leave of Absence in Staff Handbook*** | |
| **Reason for requesting leave:** | |
|  | |
| **Signed:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Headteacher’s use:** | | | | |
| **Application discussed with Governors:** | | **YES** | | **NO** |
| **Application for leave:** | | **APPROVED** | | **REJECTED** |
| **Approved** | | **PAID** | | **UNPAID** |
| **Reason for Decision** | |  | | |
| **Signed:** |  | **Date:** |  | |

|  |
| --- |
|  |