Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_

Payroll Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NI Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that is a request and NOT an entitlement and is at the discretion of the Headteacher who will consider the impact on the wider school.

I have requested to attend/reschedule the appointment/activity for a time that does not affect the working day. Please delete as applicable: **Yes/No**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Reason for request: |
| Number of days: |
| Dates of leave requested: From \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time of leave requested: From \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supporting evidence attached: **Yes/No** |
| Leave is *requested* (please delete as appropriate)  with pay/without pay |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Your request for above leave of absence is approved/not approved. On this occasion the leave with be with/without pay in line with Cumbria County Council policy and procedure.

Comments:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

Entered in supply cover file with absence code

Entered on SIMS

Payroll informed