

Schedule of Leave of Absence



ORGANISATIONAL DEVELOPMENT DIVISION

Issued: January 2023 Review: January 2028

This document is also available in Welsh / Mae'r ddogfen hon hefyd ar gael yn Gymraeg

Version Control

This document is intended for:

- Council staff only School-based staff only Council & School-based staff

Version	Key Changes	Approved By
Apr 2020	Reformatted and added text from "Policy Statement on Attendance at Court"	DMT
July 2020	Bereavement of a Son or Daughter added	Council
Feb 2021	Safe Leave for Domestic Abuse/Violence added	Council
Jan 2023	Updated to reflect additional annual leave day following 2022 pay negotiations	DMT

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

COUNCIL STAFF:

The aim of the Authority is to provide leave arrangements for employees to take time off work that will assist in achieving a balance between their work and home life responsibilities.

The Authority's policy is to grant reasonable requests for time off in line with the entitlements set out in this schedule of leave subject to the operational needs of the particular service.

All employees of the Council may apply for additional leave, in line with the relevant policies. Part-time staff will receive a pro rata entitlement based on hours worked.

Where staff take unpaid leave they should be made aware of the impact on annual leave, statutory holidays and pension entitlements and it will be the employee's responsibility to seek advice on such matters before commencing unpaid leave.

All requests for leave should be requested in line with the relevant policy and in the case of unpaid leave a copy of the leave request together with a completed basic amendment form should be forwarded to the Organisational Development Division for processing to the Payroll Section for deduction of pay.

Absences that can be planned should be discussed with the relevant manager at the earliest opportunity. It is acknowledged that certain types of leave cannot be planned for in advance. Where urgent requests for leave are made, managers are expected to deal with these flexibly and compassionately.

This schedule is only intended to give an overview to some of the main provisions of leave of absence available with the Authority. Please note that the leave of absence provisions marked with an asterisk only apply to staff within the National Joint Council for Local Government Services. If your post falls within any other negotiating body or you require further information on eligibility or options to best meet your individual circumstances please contact the Organisational Development Division.

SCHOOL-BASED STAFF:

The aim of the Authority is to provide leave arrangements for employees to take time off work that will assist in achieving a balance between their work and home life responsibilities.

The LEA's policy is to grant reasonable requests for time off in line with the entitlements set out in this schedule of leave, subject to the operational needs of the particular school in which they work.

Where staff take unpaid leave they should be made aware of the impact on statutory holidays and pension entitlements and it will be the employee's responsibility to seek advice on such matters before commencing unpaid leave. In relation to Teachers Pensions any unpaid leave is not pensionable.

For all applications for leave of absence the employee will need to submit the Notice of Leave of Absence Form (attached) to the Headteacher for authorisation **prior** to the absence.

Requests for **paid** leave will need to be retained by Schools along with copies of appointment cards, etc, for auditing purposes and do not need to be passed to the Organisational Development Division as there is no impact on pay.

Once authorised the Notice of Leave of Absence Form for **unpaid** leave requests need to be forwarded to the Organisational Development Division for processing in order for the Payroll Section to be notified of the deduction of pay. Employees will be notified in writing of any pay deductions made.

It should be noted that leave of absence may be refused for non-emergencies, if the school is unable to accommodate it, in light of the 'rarely' cover regulations that came into force in September 2009.

	Council Staff	School-Based Staff
Annual Leave (Leave year commencing from birth month)	<ul style="list-style-type: none"> • 26 days per annum. • 31 days per annum after 5 years continuous service. • Officers will also be required to take one day of their annual leave entitlement at the Christmas Closure. • 5 days automatic carry over of leave from one leave year to the next. 	<p>Teachers: As identified by the School Teachers Terms and Conditions Document, school teachers are employed to work 195 days per year, which are determined by the term dates set by the Local Authority.</p> <p>NO LEAVE OF ABSENCE WILL BE GRANTED:</p> <ul style="list-style-type: none"> • To get married • To take or return from holiday <p>Support Staff: 25 days annual leave per annum plus additional statutory holidays. 31 days leave after 5 years continuous service. Staff who are contracted to work term time only will not be expected at work during school holidays. Those who are on full time contracts will be entitled to the standard leave highlighted above, but will be expected to take leave during school holidays.</p>
Statutory Holidays	<ul style="list-style-type: none"> • Easter: 2 days (Friday and Monday) • May Day: 1 day (Monday) • Spring: 1 day (Monday) • August: 1 day (Monday) • Christmas: 2 days (Christmas Day & Boxing Day) • New Year: 1 day (New Years Day) • 2 Extra Statutory Holidays to be taken at the Christmas closure. • Officers will also be required to take one day of their annual leave entitlement at the Christmas closure. 	
Flexi Leave	<ul style="list-style-type: none"> • Core Hours - where applicable up to 1½ days flexi leave per accounting period, can be taken subject to the needs of the service, where the appropriate balance has been accumulated. • No Core Hours - staff will have an allowance of 13 days per year which can be taken subject to the needs of the service and where the appropriate balance has been accumulated. • Refer to the Flexible Working Scheme for more details. 	

	Council Staff	School-Based Staff
Doctors/Dentist/Optician (except resulting from display screen equipment assessment)	<ul style="list-style-type: none"> All employees are expected, where reasonably practicable, to take routine medical/health related appointments outside of core work hours. If appointments can only be made during work hours employees will be granted the time off for the appointment including travel time, unless they work on the no core hours scheme. Where employees have access to Flexible Working with no core hours, they should clock out for the duration of the appointment and travel time. If your illness comes under the Equality Act 2010 please see the section on treatment related to a disability. 	<ul style="list-style-type: none"> All employees are expected, where reasonably practicable, to take routine medical/health related appointments outside of core work hours. Where this is not possible leave will be WITHOUT PAY.
Hospital Appointments (including minor operations e.g. 1 day)	<ul style="list-style-type: none"> In the case of hospital appointments for any duration up to 1 day, including ante-natal, the time will be CREDITED / allowed WITH PAY on production of an appointment card and should not be recorded or monitored as sickness absence. If an employee goes off sick immediately after the hospital appointment with a related illness, the sickness absence will begin from the day of the hospital appointment. 	
Funeral of Near Relative* <i>*Great-Grandparent, Grandparent, Grandchild, including "in-law", step and half blood relatives, by adoption or a person who is otherwise solely dependant upon the applicant at that point in time.</i>	<ul style="list-style-type: none"> Up to 1 day WITH PAY. Time without pay to attend funerals not listed will be at the discretion of the line manager/Headteacher with prior approval. Where representing the Authority/School time will be with pay. 	
Bereavement of Near Relative* <i>*Husband, Wife, Partner, Mother, Father, Brother, Sister including "in-law", step and half blood relatives, by adoption, or a person who is otherwise solely dependant upon the applicant at that point in time.</i>	<ul style="list-style-type: none"> Up to 5 days WITH PAY (including funeral). Does not need to be taken as consecutive days; however it should be taken in a reasonable timescale at or around the time of the bereavement. The Authority recognises that employees may require a reasonable amount of time off when a close family member passes away in recognition of the emotional impact. Further time off without pay or flexible working arrangements may therefore be granted at the discretion of the line manager/Headteacher. 	

	Council Staff	School-Based Staff
<p>Bereavement of a Son or Daughter*</p> <p><i>* or those who suffer a stillbirth after 24 weeks' of pregnancy. Irrespective of age; Also includes "in-law", "step" and those with parental responsibility, e.g. adoptive parents, those fostering to adopt, legal guardians etc.</i></p>	<ul style="list-style-type: none"> Up to 2 weeks WITH PAY (including funeral). Can be taken as a single block of 2 weeks or 2 separate blocks of one week each (must be taken within 56 weeks of child's death). Can be added to the end of maternity leave. Employees will not be required to provide 'proof' to request the leave i.e. birth or death certificate. Includes those who have lived with the child for a period of at least 4 weeks before the child dies and has day to day responsibility for the child. If more than one child dies, the parental bereavement leave is in respect of each child. 	
<p>Serious illness of near relative*</p> <p><i>*Husband, Wife, Partner, Mother, Father, Son, Daughter, Brother, Sister including "in-law", and by adoption, or a person who is otherwise solely dependant upon the applicant at that point in time.</i></p>	<ul style="list-style-type: none"> Up to 3 days WITH PAY for critical unplanned emergencies. 	<ul style="list-style-type: none"> Up to 3 days per academic year WITH PAY.
<p>Attendance at a hospital appointment for a person's child or dependent (this does not include Dental or Doctors appointments)</p>		<ul style="list-style-type: none"> 1 day per academic year WITH PAY on production of an appointment card.
<p>Long term serious illness of dependents</p>	<ul style="list-style-type: none"> Please refer to 'Carers Leave'. 	
<p>Domestic/Other Emergencies</p>	<ul style="list-style-type: none"> Reasonable time off UNPAID. If a serious unexpected emergency arises approval should be sought from your line manager/Headteacher to agree annual leave/flexi leave or unpaid leave for the duration of the emergency. 	
<p>Domestic Abuse/Violence</p>	<p>Up to 5 days paid safe leave pro rata is available to employees experiencing domestic abuse/violence for reasons including, but not limited to:</p> <ul style="list-style-type: none"> Seeking Safe Housing. Visiting legal advisors or support agencies for re-housing, to make alternative childcare arrangements, including meetings with schools, or other relevant appointments. Financial support. 	

	Council Staff	School-Based Staff
<p>Carers Leave</p> <p>Carers UK have defined the role of a carer as follows:</p> <p><i>Carers provide substantial support and regular care for a dependent which may be a family member or partner in need of help because they are ill, frail or have a disability. See the Carer's Policy for more details. This does not include regular care for an ill child.</i></p>	<ul style="list-style-type: none"> Up to 5 days/37 hours per annum WITH PAY. A reasonable amount of paid time off to deal with either a serious unexpected emergency involving someone who depends on you or planned leave such as helping the person you care for attend hospital appointments. Where a dependent needs to be cared for due to an illness/injury an employee can take time off to make longer term care arrangements. Please refer to the Carers Policy for further information. 	
<p>Parental Leave</p>	<ul style="list-style-type: none"> Up to 18 weeks UNPAID parental leave for any child under the age of 18 years. The purpose of parental leave is for caring for a child for whom the employee has parental responsibility. It can only be taken in blocks or multiples of one week. If employees take a period of shorter than one week it is counted as one week. However, in the case of a parent of a disabled child, employees can take leave in single days. Employees may only take 4 weeks unpaid Parental Leave for each child during a particular year. Please refer to the Parental Leave Policy for more details and conditions. 	
<p>Unpaid Dependents Leave*</p> <p><i>*Husband, Wife, Partner, Mother, Father, Son, Daughter, Brother, Sister; including "in-law", step and half blood relatives, by adoption, or a person who is otherwise solely dependant upon the applicant at that point in time.</i></p>	<ul style="list-style-type: none"> Reasonable time off UNPAID. You are allowed reasonable time off to deal with an emergency and make any arrangements that are needed for someone that is dependent on you. If the emergency concerns your child who is under the age of 18 years please see the Parental Leave section. 	

	Council Staff	School-Based Staff
Authorised Unpaid Leave	<ul style="list-style-type: none"> To assist employees in balancing work and home life, unpaid leave can be applied for if you wish to take an extended holiday or an emergency occurs and your leave has expired. Deductions will come from your salary during the same pay period as the time taken. Requests must be submitted to the line manager. As much notice as possible should be given prior to taking the leave. Before applications are made employees must check if there are any implications on their pensions with the pension department. 	<ul style="list-style-type: none"> An application must be submitted which can be found attached to this policy and on the intranet. As much notice as possible should be given prior to taking the leave. Before applications are made employees must check if there are any implications on their pensions with the pension department.
Statutory Medicals/Referrals	<ul style="list-style-type: none"> Time off WITH PAY to attend statutory medicals for employment with the Council e.g. HGV medical, immunisations, referrals and reviews with occupational health and should not be recorded or monitored as sickness absence. 	
Counselling	<ul style="list-style-type: none"> Employees who wish to attend counselling during working time will need to discuss this with their Line Manager and, subject to their agreement, will be credited for the duration of the appointment. If an employee does not wish to discuss the matter with their line manager then they should arrange for an evening appointment or take annual leave or flexi. 	<ul style="list-style-type: none"> Employees who wish to attend counselling during working time will need to discuss this with their Headteacher and, subject to their agreement, time off will be given WITH PAY. If an employee does not wish to discuss the matter with their Headteacher then they should arrange for an evening appointment.
Cancer Screening and Treatment Related to a Disability (Day Patient)	<ul style="list-style-type: none"> In line with the Equalities Act 2010 time off for cancer screening e.g. cervical, mammogram, prostate and disability related treatment e.g. rehabilitation, assessment, treatment, will be WITH PAY, and should not be recorded/monitored as sickness absence. Where possible, employees should try to arrange appointments outside working hours. 	

	Council Staff	School-Based Staff
Elective Surgery/Cosmetic Treatments/Holiday Immunisations	<ul style="list-style-type: none"> Time as necessary, WITHOUT PAY. Where an individual chooses to undertake surgery for non-health related reasons i.e. Cosmetic/Vasectomy/Laser eye surgery then time would be taken as annual leave/flexitime to cover both the appointment and period of recovery. Individual cases may be excluded and time may be granted when covered by medical support/evidence, in these cases managers and employees should seek advice from the Organisational Development Division or the Occupational Health Advisor. If there are subsequent complications as a result of surgery these should be recorded as sickness absence, however managers should seek further advice from Organisational Development if required. 	<ul style="list-style-type: none"> Time to be taken during school holidays. Where an individual chooses to undertake surgery for non-health related reasons i.e. Cosmetic/Vasectomy/Laser eye surgery then time would be taken during school holidays to cover both the appointment and period of recovery. Individual cases may be excluded and time may be granted when covered by medical support/evidence, in these cases Headteachers should seek advice from the Education HR Team or the Occupational Health Advisor. If there are subsequent complications as a result of surgery these should be recorded as sickness absence, however Headteachers should seek further advice from Organisational Development if required.
Fertility Treatment (IVF)	<ul style="list-style-type: none"> To support members of staff who are undergoing treatment, up to 2 days WITH PAY will be granted to the employee undergoing treatment. This includes treatment for their partner, where necessary. Please see the IVF Policy for more information. 	
Blood/Platelet Donation	<ul style="list-style-type: none"> Time as necessary, WITH PAY to attend local blood/platelet donation sessions. To attend a session not in the local area authorisation will be required from line manager. 	
In those instances where an employee is a suitable match to assist another person in a medical procedure, e.g. bone marrow donation	<ul style="list-style-type: none"> Time off WITH PAY will be subject to the discretion of the line manager/Headteacher who should look positively on such requests where it is only likely to result in a short term absence. 	
Observance of Religious Festivals and Holy Days	<ul style="list-style-type: none"> Wherever possible employees will be allowed to use their holiday entitlement to observe special religious holidays and festivals. All employees whatever their religion or belief will be treated equally in this respect. 	<ul style="list-style-type: none"> As approved by the Headteacher WITH PAY.
Interviews for Employment	<ul style="list-style-type: none"> For interviews with Blaenau Gwent County Borough Council time WITH PAY to attend as required. In the case where the employee has been declared compulsory redundant a reasonable number of paid days for attending an interview will be given. 	
Interviews for posts outside the Authority		<ul style="list-style-type: none"> 1 day plus travelling time if necessary WITH PAY.

	Council Staff	School-Based Staff
Communicable Diseases And Infection Control	<ul style="list-style-type: none"> If an employee is suffering from a communicable disease or may be the potential source of an infectious condition which would make it inappropriate for them to continue with normal duties, the line manager should, where possible transfer the employee to alternative work (e.g. move staff away from a vulnerable client group or from food handling) or suspend from duty on medical grounds. Such action would normally be taken in consultation with Occupational Health, environmental health staff or health board. The employee will remain excluded from work on full pay until medical advice is received that it is appropriate to return. This does not affect the rights of employees who are diagnosed as suffering from communicable diseases but on professional advice are deemed not to represent any risk to colleagues or clients but who may be too unwell to attend work. 	
Meeting with Public Bodies	<p>(a) Duties as a member of a Local Authority, a Statutory Tribunal, a Health Board.</p> <p>(b) An employee who serves on a governing body which has to meet in the daytime. The Governing body can be in any borough.</p> <p>(c) An employee who is involved in civic duties in Gwent as a consort to a Mayor or Chairman.</p>	<p>(a) Leave as necessary - WITH PAY, subject to a maximum of 28 days per annum. Allowances to be paid to the Council's Fund.</p> <p>(b) Up to 4 days (29 hours 36 minutes) per annum WITH PAY. An employee will be credited for time as appropriate for each occasion. This must not exceed the normal working day e.g. 7 hours 24 minutes.</p> <p>(c) Up to 12 days per annum WITH PAY in respect of those duties.</p>
Magisterial Duties	<ul style="list-style-type: none"> Up to 18 days per annum WITH PAY. Time may be taken in half days. 	
Witness in Court	<ul style="list-style-type: none"> Time as necessary. If called as a witness for the County Borough Council arising from employment - WITH PAY. No claim to be made from the Court. In all other cases WITHOUT PAY and loss of earnings to be claimed from the Court. 	

	Council Staff	School-Based Staff
Attendance at Court	<ul style="list-style-type: none"> It is the Council/School's expectation that all employees who are served with a witness summons requiring them to attend court to give evidence in relation to their duties must attend. Employees will be given paid time off in line with current terms and conditions. Failure to comply with the above and to co-operate with your employer in these circumstances could result in the Authority/School taking disciplinary action in line with its current policy. The court may also take action, as it is a criminal offence not to comply with a court summons, as you would be in contempt of court. 	
Jury Service	<ul style="list-style-type: none"> In accordance with NJC or Teachers Terms & Conditions - leave WITH PAY. The employee must claim loss of earnings from the Court, the amount of which is to be deducted from the employee's full pay (loss of earnings certificate is obtained from the Court). On receipt of the Jury Summons and Certificate of Loss of Earnings, the employee must provide these to their manager at the earliest opportunity (please refer to the Jury Service Guidance Note available on the intranet). <p>Employee's Responsibilities:</p> <ul style="list-style-type: none"> Following receipt of Jury Summons and Certificate of Loss of Earnings from HM Courts & Tribunals Service, these documents must be passed to your Line Manager at the earliest opportunity, in order to confirm your attendance. Your Manager will complete part of the Certificate of Loss of Earnings and then pass the form to the Payroll Section for the remaining sections to be completed. Once fully completed, the form will be returned to you and you must then present it to the Court on your first day of Jury Service. The Court reimburse you directly for your loss of earnings, but you are required to submit the payment advice to the Payroll Section who will make the relevant deduction on the next available payroll. <p>Manager's Responsibilities:</p> <ul style="list-style-type: none"> Upon receipt of the employee's Jury Summons and Certificate of Loss of Earnings, Manager must retain a copy of pages 1 and 2 of the Jury Summons and complete the third section of the Certificate of Loss of Earnings. The Jury Summons should be returned to the employee and the Certificate of Loss of Earnings must then be forwarded to the Payroll Section as soon as possible, so as they can complete the remaining sections. Payroll will return the Certificate of Loss of Earnings directly to the employee. If applicable, when the period of Jury Service commences, the employee's absence must be recorded on the MyOptions system, utilising the "Jury Service" absence reason. 	
Observers on prison visiting committees/Members of Independent Monitoring Boards	<ul style="list-style-type: none"> Time as necessary, WITHOUT PAY 	
Attendance at Inquests	<ul style="list-style-type: none"> Time as necessary, WITHOUT PAY. 	
Plaintiff or Defendant in a Private Court Action	<ul style="list-style-type: none"> Time as necessary, WITHOUT PAY. 	
Attendance at Rent Tribunals	<ul style="list-style-type: none"> Time as necessary, WITHOUT PAY, except when on Council business. 	<ul style="list-style-type: none"> Time as necessary, WITHOUT PAY.

	Council Staff	School-Based Staff
Service in the Non-Regular Forces	<ul style="list-style-type: none"> Leave in accordance with either NJC or Teachers terms and conditions. 	
National Representation	<ul style="list-style-type: none"> Up to 3 days per annum WITH PAY. Further days to be approved by Corporate Director/Head of Organisational Development/Headteacher. 	
Elections	<ul style="list-style-type: none"> Paid leave of absence for employees engaged in duties as Presiding Officer, Poll Clerks and Counting Officers at elections in the County Borough, subject to arrangements for such absence being made by the Council's Returning Officer in liaison with the appropriate departmental Corporate Director. Employees will be credited the hours for a normal working day e.g. 7h 24 or pro rata if part time. 	
Pre-Examination Leave for students on approved post entry training	<ul style="list-style-type: none"> Leave - WITH PAY on the basis of 1 day per examination, subject to a maximum of 3 days per academic year, for courses lasting at least one academic year. For shorter courses i.e. 10 weeks, leave WITH PAY limited to half day per examination up to a maximum of 1 day. 	
Examination Leave for students on approved post entry training	<ul style="list-style-type: none"> Leave WITH PAY for approved examinations. 	
Graduation Ceremony For students on approved post entry training	<ul style="list-style-type: none"> Up to 1 day WITH PAY. 	
Graduation Ceremony For spouse/child/sibling		<ul style="list-style-type: none"> Up to 1 day WITH PAY.
Adoption/Surrogacy Leave	<ul style="list-style-type: none"> Refer to Adoption/Surrogacy Leave Policy. 	
Maternity Leave	<ul style="list-style-type: none"> Refer to Maternity Leave Policy. 	
Parental Leave	<ul style="list-style-type: none"> Refer to Parental Leave Policy. 	
Sabbatical Leave	<ul style="list-style-type: none"> Refer to Sabbatical Leave Policy. 	
Paternity/Maternity Support Leave	<ul style="list-style-type: none"> Refer to Paternity/Maternity Support Leave Policy. 	
Shared Parental Leave	<ul style="list-style-type: none"> Refer to Shared Parental Leave Guidelines. 	

	Council Staff	School-Based Staff
Time Off For Trade Union Representatives		
(a) Leave for external Trade Union duties and activities.	(a) In accordance with Council's Code of Practice, and subject to the exigencies of the service.	(a) In accordance with the Facilities Policy and subject to the exigencies of the service WITH PAY .
(b) Leave for accredited Health & Safety representatives.	(b) In accordance with Council's Code of Practice, and subject to the exigencies of the service.	(b) In accordance with the Facilities Policy and subject to the exigencies of the service WITH PAY .
(c) Attendance at Trade Union Conferences.	(c) Leave - WITHOUT PAY .	(c) Leave - WITHOUT PAY subject to the exigencies of the service.
Attendance as member of Education Scrutiny Committee		<ul style="list-style-type: none"> • Leave WITH PAY.
Inset Courses		<ul style="list-style-type: none"> • Leave WITH PAY.
To lecture in outside educational organisations		<ul style="list-style-type: none"> • As approved by the Headteacher WITH PAY.
To act as moderators or examiners:		
a) Senior Examiner		a) Up to 10 days per academic year WITH PAY .
b) Other Examiners		b) Up to 5 days per academic year WITH PAY .
Accompanying, in an official capacity, parties of pupils or students engaged in approved activities		<ul style="list-style-type: none"> • As approved by the Headteacher WITH PAY.
Taking part as player, coach or referee in county, national or international fixtures and tours		<ul style="list-style-type: none"> • As approved by the Headteacher – WITH PAY.
Playing for club in home fixtures against international teams		<ul style="list-style-type: none"> • Up to 1 day WITH PAY.
Taking part in pre-election and polling day activities		<ul style="list-style-type: none"> • Leave WITHOUT PAY.
Attendance at meetings within the authority or at a WJEC or similar in connection with the		<ul style="list-style-type: none"> • As approved by the Headteacher WITH PAY.

	Council Staff	School-Based Staff
Teacher's Curriculum Responsibilities		
Attendance as delegate at meetings of Teacher's Unions, Regional and National Executives		<ul style="list-style-type: none"> As approved by the Headteacher WITH PAY.
Attendance at Investitures and Duke of Edinburgh award ceremonies		<ul style="list-style-type: none"> 1 day WITH PAY for teacher, spouse, child or sibling.
Accompanying own child to school or college interview if child is under 18 years		<ul style="list-style-type: none"> Leave WITHOUT PAY.

Notice of Leave of Absence

(to be completed by school-based staff only)



SECTION 1 – PERSONAL DETAILS (TO BE COMPLETED BY EMPLOYEE)

Full Name	<input type="text"/>		
Home Address	<input type="text"/>		
Designation	<input type="text"/>		
Place of Work	<input type="text"/>		
Position Ref BG	<input type="text"/>	Staff Number	<input type="text"/>
		N.I. Number	<input type="text"/>

Please ensure all requests are made in line with the Schedule of Leave of Absence Guidance.

SECTION 2 – LEAVE OF ABSENCE DETAILS (TO BE COMPLETED BY EMPLOYEE)

Dates From	Dates To	Time Requested (hours/full days)	Reason For Leave Of Absence
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

With the exception of absence granted for emergency leave
all requests should be made **PRIOR** to the absence

Employee Signature	<input type="text"/>	Date	<input type="text"/>
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SECTION 3 – FOR COMPLETION BY HEADTEACHER

Check request is in line with the Schedule of Leave of Absence Guidance.

Leave of Absence Approved If approved, please indicate: Paid Unpaid

Leave of Absence Declined

Headteacher Signature	<input type="text"/>	Date	<input type="text"/>
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Please ensure that all Notice of Leave of Absence forms for **UNPAID LEAVE**
are submitted to HRpayroll@blaenau-gwent.gov.uk for processing.

ORGANISATIONAL DEVELOPMENT DIVISION ONLY

Correspondence	<input type="checkbox"/>	OD Authorised Signature	<input type="text"/>
Update System	<input type="checkbox"/>	Date	<input type="text"/>