Marsh Green Primary School
LEAVE OF ABSENCE REQUEST
Please place this form in the Leave of Absence box in Vicki Weekes' office

EMPLOYEE TO COMPLETE THIS SECTION

Before completing this form, please note:

- Please ensure you have read the **Leave of Absence Policy** before submitting this request.
- All requests must be made in writing, giving as much notice and detail as possible.
- Completed forms should be placed in the **Leave of Absence box in Vicki Weekes' office**.
- In the event of an emergency, please notify Vicki Weekes as soon as possible. A completed Leave of Absence Request Form must then be submitted on your first day back at work.
- Whilst every effort will be made to accommodate requests, the needs of the pupils and the school will always be the overriding consideration.
- Routine appointments (e.g. GP, dentist or optician) should be arranged outside of school working hours wherever possible.

Name:

I wish to apply for leave of absence

	Day	*Mth*	*Year*	*Time*
Start:				:
End:				:

(your working hours missed)

Reason for request ***(please attach supporting evidence)***

How many Leave of Absence requests have you made this academic year?	days

Declaration

I confirm that the information I have provided is true and accurate to the best of my knowledge. I will let the school know if the circumstances relating to this request change or if the leave is no longer required.

I understand that I must not make any firm arrangements or take leave until this request has been authorised. If this request is not authorised and I am absent due to illness during the same period, I may be required to provide medical evidence from the first day of absence rather than relying on self-certification. I understand that providing false information or taking unauthorised leave may be dealt with in accordance with the school's disciplinary procedures.

Signed:

Please see Vicki Weekes if you have not given two weeks' notice

Date:

VICKI WEEKES TO COMPLETE THIS SECTION

REQUEST OUTCOME		**Authorised for**		**paid days**		**unpaid days**
		LOA requested in advance		**Absence reported on the day**		
Cover Arrangements						
Comment:						
Evidence received?						
Signed:			**Date:**			

Reply Sent ☐ **School e-calendar** ☐ **Absence Register** ☐ **HR Record** ☐