**Request for Discretionary or Special Leave**

Complete and sign this form and return it to the head teacher or your line manager.

Requests for time off must be made in advance.

Requests will be considered in line with the Emergency and Special Leave Scheme and will normally be responded to within five working days.

**Important Note:** **This form is for internal school use only**.

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| --- | --- | --- | --- | --- |
| **Special Leave** – Public Duties, Jury Service, Volunteer Reservists, Election Duties  **or other Discretionary Leave** – time off for other urgent or personal events | | | | |
| Name: | | | | |
| From (day and date): | | To (day and date): | | |
| Total number of working days: | |  | | |
| Total number of working hours:  *You should complete the number of hours if you are employed part time (for support staff this means less than 37 hours) or if the hours you work are not the same each day* | |  | | |
| Reason for Special or Discretionary Leave: | | | | |
| Employee’s signature: | | | Date: | |
| **Special / Discretionary Leave Approval** | | | | |
| Your request for leave is agreed / not agreed (*delete as appropriate*) | | | | |
| Paid |  | Unpaid | |  |
| Signed: | | | Date: | |

A copy of this form should be retained in the employee’s file.