  
 **Special Leave Request Form (Teachers)**

**Section 1: To be completed by Applicant/Employee**

**Employee Name:**

**Employee No:**

**Designation:**

**Service:**

**Work Location:**

**Date Leave From:**

**Date Leave to:**

**No of Hours Leave:**

|  |
| --- |
| **Reason for request:** |
|  |

**Section 2: Types of Leave**

**Statutory (Paid)**

|  |  |  |
| --- | --- | --- |
| **Category of Leave** | **Tick Box** | **CHRIS Code** |
| Ante Natal Care |  | SSLP1 |

**Statutory (Unpaid)**

|  |  |  |
| --- | --- | --- |
| **Category of Leave** | **Tick Box** | **CHRIS Code** |
| Ante Natal Care – Father/Partner to be |  | SSLU6 |
| Emergency Care of Dependants |  | SSLU2 |
| Parental Leave |  | SSLU3 |
| Jury Service |  | NSP28 |
| Public Duties |  | SSLU4 |

**Non-Statutory (Paid/Unpaid)**

|  |  |  |
| --- | --- | --- |
| **Category of Leave** | **Tick Box** | **CHRIS Code** |
| Time off for a Funeral |  | NSP40 |
| Caring Responsibilities |  | NSP38 |
| Care of Dependants |  | NSP17 |
| Fostering Friendly Leave |  | TBC |
| Children’s Panel |  | NSP32 |
| Community Emergency Services |  | NSP03 |
| Culturally Diverse Festivals/Religious Observance |  | NSP22 |
| Gender Reassignment |  | NSP37 |
| Maternity/Adoption Support Leave |  | NSP08 |
| Parliamentary Candidates/Election Duties/Local Authority Duties |  | NSP31 |
| Preventative Medical Treatment |  | NSP09 |
| Planned Disability Leave |  | NSP39 |
| Quarantine Leave |  | NSP27 |
| Police Volunteering – Special Constable |  | VOLU6 |
| Service in Non-Regular Forces |  | NSP14 |
| Time to Train |  | NSP15 |
| Voluntary Services Overseas |  | NSP35 |
| Witness Service |  | NSP29 |
| Moving House |  | NSP23 |
| Interviews |  | NSP05 |

*Please note trade union facility time is now recorded using the* [*Trade Union Facility Time Submission form*](https://forms.office.com/Pages/ResponsePage.aspx?id=stT1vp5s4E-b30U5irQzJ9HVli9TfptJmI0mBuKURfVUNzdXQkQ1QkZXMzNPUFM1TU1aMlhGRjI1OS4u)*. Please discuss your request for time off in the first instance with your Line Manager.*

*Employees are required to declare any expenses received via the court for Jury duty to their Head Teacher.*

**Section 3: To be completed by Head Teacher (Tick where appropriate)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved** |  | **Refused** |  |
| **Statutory Paid Leave** |  | **Statutory Unpaid Leave** |  |
| **Non-Statutory Paid Leave** |  | **Non-Statutory Unpaid Leave** |  |

|  |
| --- |
| **Reason for Refusal** *(If Ticked)***:** |
|  |

**Copy of the completed form should be provided to the employee.**

**Section 4: Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |
| **Head Teacher Signature:** |  | **Date:** |  |

* **If Special Leave is UNPAID earnings adjustments will be based on hours, ensure total number of hours leave is completed in section 1.**
* **This form should now be forwarded to Education Resources (**[**educationresources@north-ayrshire.gov.uk**](mailto:educationresources@north-ayrshire.gov.uk)**)**

**Section 5: Education Resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **Keyed into HR Payroll System by:** |  | **Date:** |  |
| **Verified by:** |  | **Date:** |  |

* **Once authorised and data entered on HR Payroll System, this form should be retained by the service inputting the data.**
* **If the leave is unpaid, then the form should be forwarded to Payroll.**

[payroll@north-ayrshire.gov.uk](mailto:payroll@north-ayrshire.gov.uk)

**NB:**

**This form is NOT to be used for requests for authorised absence (Paid or Unpaid)** Authorised absence refers to any leave not specifically included in the Special Leave Scheme. The ‘Other’ category should not be used – It is important to enter all authorised leave into the LVE screen on CHRIS.

Where the leave is authorised and **unpaid**, an email detailing the employee’s details, hours approved and reason for authorised absence should be sent to payroll: [payroll@north-ayrshire.gov.uk](mailto:payroll@north-ayrshire.gov.uk)