Request for Planned Absence

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| Absence always impacts on learning; please consider your request carefully before submitting this form to your line manager. | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | |
| Date of absence: | | | | | | | | | | | | | | |
| Times of the day: | | | | | | | | | | | | | | |
| Reason: Please attach supporting letters or documentation.  Confidential items can be submitted in an envelope or directly to Human Resources. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Indicate type of absence request – for ‘time off in lieu’ state ‘TOIL’ in appropriate box | | | | | | | | | | | | | | |
| **Type of Absence** | | | | | **Impact** | | | | | | **✓ or ‘TOIL’** | | | |
| Offsite working, meetings, training | | | | | Paid | | | | | |  | | | |
| Medical appointment | | | | | See guidance – discretionary | | | | | |  | | | |
| Dependent care leave | | | | | Unpaid | | | | | |  | | | |
| Parental leave | | | | | Unpaid | | | | | |  | | | |
| Unpaid leave | | | | | Unpaid | | | | | |  | | | |
| Compassionate leave | | | | | See guidance | | | | | |  | | | |
| Special paid leave activity | | | | | See guidance | | | | | |  | | | |
|  | | | | | | | | | | | | | | |
| Periods absent: | | | | | | | | | | | | | | |
| Indicate lessons or duties you will miss including class code. If the request is for a number of continuous days continue overleaf; if the request is for a number of individual days complete a separate form for each day. | | | | | | | | | | | | | | |
| **REG** | **P1** | | **P2** | **DUTY** | | | **P3** | **P4** | | **DUTY** | | **P5** | | **DUTY** |
|  |  | |  |  | | |  |  | |  | |  | |  |
| * **Have you advised your line manager of your absence?**  Yes/No * **Is cover required during your absence?**  Yes/No * **Have you rearranged duties? It is your responsibility to organise duty cover.** Yes/No * **Who?** | | | | | | | | | | | | | | |
| Tracking: | | | | | | | | | | | | | | |
| **Supported by:**  Line Manager | | **Supported by:**  Cover | | | | **Approved by:**  Headteacher | | | **Recorded as, by:**  Human Resources | | | | COPY RETURNED COLLEAGUE | |
| SIGNATURE | | SIGNATURE | | | | SIGNATURE | | | PAID/UNPAID/TOIL  Type of Absence | | | |
| DATE | | DATE | | | | DATE | | | DATE | | | |