PLANNED ABSENCE REQUEST

# To be completed each time a staff member requests planned absence from the College of half a day or more.

# This form should only be used to request types of absence which are not available to be booked through the Cintra HR and Payroll self-service portal.

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| **Name** |  | **College Initials** |  |
| **Requested dates:** |  | **Number of days** | Minimum 0.5 days |

**If your absence is for less than half a day, you do not need to complete a form. Please just agree it with your line manager and let reception know the times you will be out of college.**

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| **Reason for absence (please circle)** |
| **Compassionate leave** | **Trade union rep related** | **Unpaid leave** | **Other** |
| Please give details: |

If your planned absence is not for one of the reasons above, please request it through the HR and Payroll self-service portal.

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| **If lessons/Tutor Groups need to be covered briefly outline below how these will be covered** |
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| --- | --- |
| **Your signature** | **Date** |
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| **I support this absence and am satisfied that appropriate cover is in place for lessons, tutorial and management commitments.**  |
| **Line Manager’s name and signature**  |  |  |
| **Guidance Manager name & signature****[for Tutors only]** |  |  |

**AUTHORISATION**

**Please pass this form to the Assistant Principal (Director of Resources) for authorisation**

**Absences for Union activities must be authorised by the Principal.**

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| **PAID ABSENCE** | **UNPAID ABSENCE** |
| **Please circle as appropriate** |
| SIGNED: |
| **Assistant Principal (Director of Resources)** | **Principal (for Trade Union Activities only)** |
| **Please circle as appropriate**  |