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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

|  |
| --- |
| **If lessons/Tutor Groups need to be covered briefly outline below how these will be covered** |
|  |

|  |  |
| --- | --- |
| **Your signature** | **Date** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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.**

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