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APPLICATION FOR DEPENDANT LEAVE

(Including time off for Bereavement)

This form can be made available in large print and alternative formats, where required, on request from the HR Hub, tel: 02890 973000.

Applicants should complete Section 1 and 2 and pass to their Head of School/Department/Unit for approval. The form should then be forwarded to the HR Hub, People and Culture Directorate, Level 4, Administration Building. Alternatively an electronic copy can be emailed to [hrhub@qub.ac.uk](mailto:hr@qub.ac.uk).

Section 1 – Arrangements

|  |  |
| --- | --- |
| *Please indicate whether applying for a period of paid and / or unpaid leave* | |
| Paid Leave | Number of days requested |
| Date paid leave commenced: (inclusive) | (dd/mm/yyyy) |
| Date of return to work: | (dd/mm/yyyy) |
| Unpaid Leave | Number of days requested |
| Date unpaid leave commenced: (inclusive) | (dd/mm/yyyy) |
| Date of return to work: | (dd/mm/yyyy) |
| Brief explanation for requesting leave: | |

Section 2 – Applicant Details

|  |  |
| --- | --- |
| Staff Number: |  |
| Full name: (PRINT) |  |
| Position: |  |
| School/Department/Unit: |  |
| Staff Category (eg. Academic, Clerical) |  |
| Applicant’s Signature: |  |
| Date: |  |

Section 3 - Authorisation

|  |  |  |  |
| --- | --- | --- | --- |
| Approval of Head of School/Department/Unit | | | |
| Application approved |  | Application refused: |  |
| Reason for refusal: | | | |
| If approved, the following arrangements were agreed:  Number of days of paid leave granted: …………………………………...…………………………….  Number of days of unpaid leave granted: …………………………………………..……………………. | | | |
| Signature Box *(Head of School/Dept/Unit)*  Signature: ………………………………………………………………………………………………………...  Print Name: ………………………………………………………………………....……………………………  Position: ……………………………………………………………………………………......…………………  Date: ……………………………………………………………………………………………...………………. | | | |
|  | |  | |
| For Official Use Only | | | |
| Date received by People and Culture Directorate  Database entry | | | |

The original application will be retained on the individual’s personal file.

The University is committed to promoting equality of opportunity for all staff irrespective of their sex, marital status, perceived religion, political opinion, racial group, sexual orientation, age, having a disability or having dependants.

The information contained on this application form will be used in conjunction with information already held on the Diversity and Inclusion Unit’s database to monitor the take-up of and the impact of the University’s work life balance/family friendly arrangements and the implementation of its Equality and Diversity policy.