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APPLICATION FOR UNPAID LEAVE

Unpaid leave should only be authorised in exceptional circumstances and where all annual leave accrued in the leave year has already been used. The University offers a number of schemes in relation to leave, including Parental Leave and Dependant Leave. Staff and managers are asked to ensure that these types of leave are not appropriate before submitting an application for unpaid leave. Further information can be found on the Human Resources and Wellbeing webpages.

Applicants should complete Section 1 and 2 and pass to their Head of School/Department/Unit for approval and completion of Section 3. If approved, the form should then be forwarded to Human Resources, Level 4, Administration Building for processing.

Please note that applications for unpaid leave should be completed, signed and returned to Human Resources at least one month in advance of the absence where possible, in order to ensure the Salaries Office can make the necessary deductions.

Section 1 – Arrangements

|  |  |
| --- | --- |
| First day of unpaid leave: | (dd/mm/yyyy) |
| Last day of unpaid leave (if more than one day): | (dd/mm/yyyy) |
| Date of return to work: | (dd/mm/yyyy) |
| Total number of days requested: |  |
| Reason for requesting unpaid leave: | |

Section 2 – Applicant Details

|  |  |
| --- | --- |
| Staff Number: |  |
| Print Name: |  |
| Position: |  |
| School/Department/Unit: |  |
| Applicant’s Signature: |  |
| Date: |  |

Section 3 – Authorisation

|  |  |  |  |
| --- | --- | --- | --- |
| Approval of Head of School/Department/Unit: | | | |
| Application approved |  | Application refused |  |
| Reason for refusal: | | | |
| The following arrangements were agreed:  Number of days unpaid leave authorised: ………  If the Head of School/Department/Unit has any comments or clarification in relation to this application, please record here. | | | |
| Signature *(Head of School/Department/Unit)*  Signature: ………………………………………………………………………………………  Print Name: ………………………………………………………………………....…………  Position: ……………………………………………………………………………………......  Date: ……………………………………………………………………………………………. | | | |

The original application will be transferred to Human Resources to be retained on the individual’s personnel file.

Created September 2014