**SPECIAL UNPAID LEAVE APPLICATION FORM**

**SHORTER WORKING YEAR SCHEME- Incorporating Term Time Leave**

**Section 1-3 - To be completed by Employee**

1. **Personal Details**

|  |  |
| --- | --- |
| **Name of Employee** |  |
| **Payroll ID number** |  |
| **Job Title** |  |
| **Division/Department**  |  |
| **Division/Department Head** |  |

1. **Dates**

**I wish to apply for Special Unpaid Leave of \_\_\_\_\_ weeks (insert period of two to thirteen**

**weeks). I would like the Special Unpaid Leave to start on the week commencing: \_\_\_/\_\_\_/\_\_\_**

1. **Conditions & Authorisation for changes to salary payment**

**I claim to satisfy the conditions of the scheme i.e. I have 12 months service and have completed my probationary period. I have read and understand the Terms & Conditions of the Circular 14/2009.**

**I understand that Special Unpaid leave is unpaid and that the cost of the unpaid leave will be pro rata in equal instalments each month from 1st January to 31st December of the given year inclusively.**

**Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**

**Section 4 – APPROVAL - To be completed by Line Manager/Head of Department & Dean**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Line Manager/ Head of Department] approve /do not approve (please circle)**

**special unpaid leave of \_\_\_\_\_\_ weeks for the above employee commencing on the \_\_\_/\_\_\_/\_\_\_**

**Approved by Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return to Compensations and Benefits Section, Human Resources Division by date specified through HR Notices.**

**CompandBens@ul.ie**

For HR office use only:

Signature of HR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary amendment entered on Core Personnel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Core Time Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_