

P/UPL

Application for Leave of Unpaid Absence

Name (in full): _____		Employee Reference: _____	
School / Service: _____			
I wish to apply for unpaid leave on the following dates: _____ _____			
Give brief details of reason for application: _____ _____			
Signed: _____			
Date: _____			
RECOMMENDED*	Signed: _____		
NOT RECOMMENDED <small>*Delete as appropriate</small>	Date: _____		
After completion of the above information this form is to be passed to: Personnel Service			
APPROVED*	Signed: _____		
RECOMMENDED FOR APPROVAL	For Personnel Service		
NOT APPROVED <small>*Delete as appropriate</small>	Date: _____		
Your application for unpaid leave has been processed Your salary for _____ will be adjusted accordingly			
COPY TO FINANCE FOR ACTION <input type="checkbox"/>	Date: _____		
COPY TO INDIVIDUAL <input type="checkbox"/>			
COPY FOR PERSONAL FILE <input type="checkbox"/>			