



DROYLSDEN Academy

APPLICATION FOR LEAVE OF ABSENCE (NON TEACHING STAFF)

Part 1 Should be completed by all applicants.

Part 2 Should be completed by the Principal.

PART 1 - NATURE OF ABSENCE

Name: _____

Reasons for Absence: _____

Type of leave requested: Paid Unpaid

Date(s) of absence: from _____ to _____
inclusive

Total working days: _____

PART 2 - AUTHORISATION

The above request for leave of absence is approved:

1. from _____ to _____ with salary

2. from _____ to _____ without salary

The above request for leave of absence is not approved for the following reasons:

Signature: _____ Date: _____

Principal

Following authorisation a copy of this form should be given to the member of staff concerned.