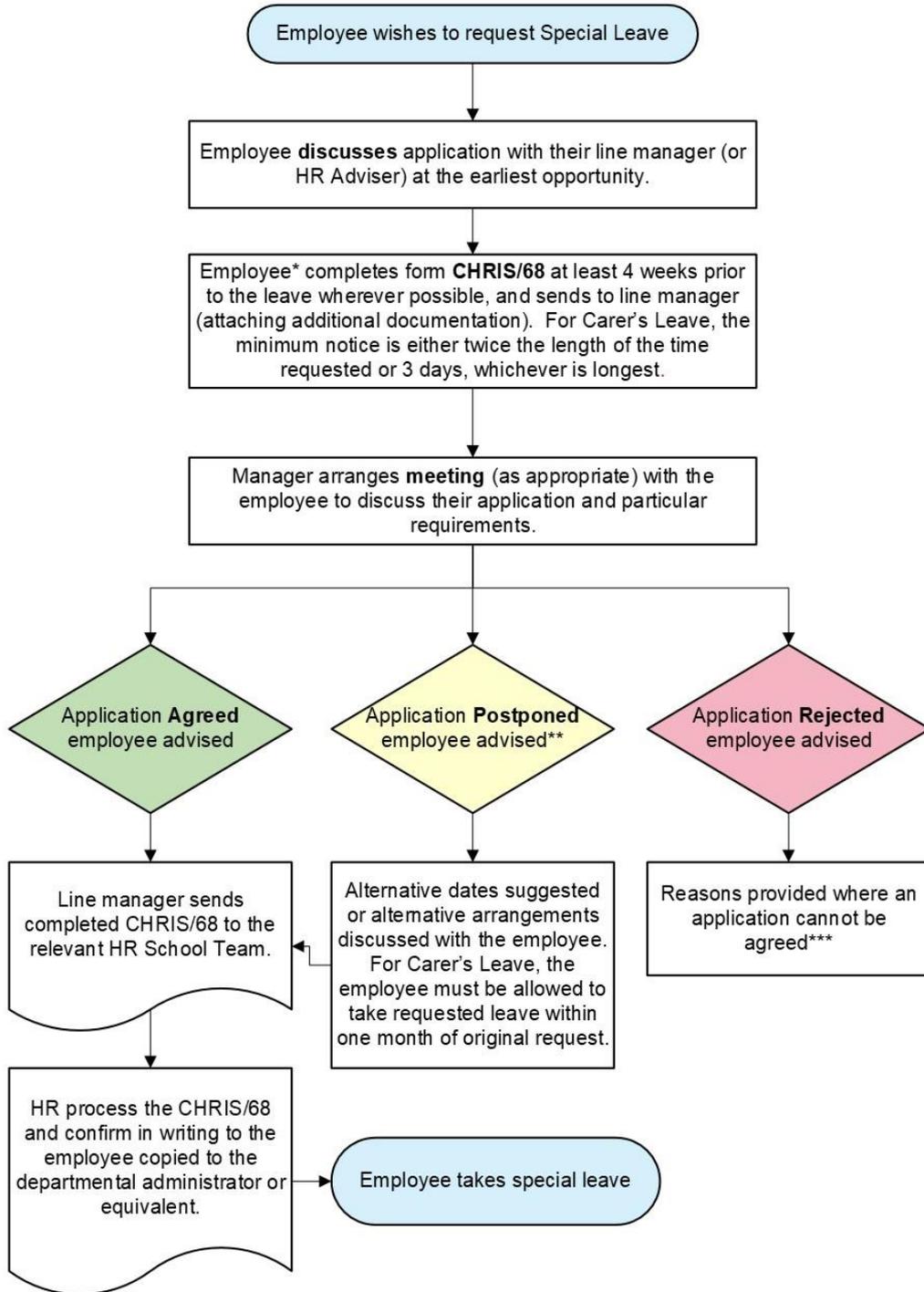


Appendix 1 – Procedure for considering a special leave request

Special Leave Procedure



Please refer to relevant policy section for further information on any specific requirements.

\* In certain circumstances the line manager may complete the CHRIS/68 on the employees' behalf.

\*\* With applications for Carer's Leave, written notice must be given to the employee as soon as reasonably practicable but no later than 7 days after the employee's notice was given or before the earliest day requested on the notice, whichever is the earlier.

\*\*\* If employees feels they have been unreasonably refused, they can raise the matter with their line manager but ultimately may raise a grievance through the relevant procedure.