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| **Employee Details** |
| **Employee name** |  |
| **Employee ID** |  |

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| **Reason for special leave request**  |
| Emergency (Unplanned) leave to care for a dependant  |[ ]
| Unplanned leave to deal with a critical domestic emergency  |[ ]
| Carer leave (The employee must register as a carer via the Carer Register located in [Self-Service](https://www.st-andrews.ac.uk/staff/self-service/) to access this leave > My Forms > Carer Register Opt-In Request) |[ ]
| Parental Bereavement Leave  |[ ]
| Compassionate leave  |[ ]
| Fertility leave |[ ]
| Hospital appointments  |[ ]
| Court attendance (e.g. jury duty/witness)  |[ ]
| Reserve Forces |[ ]
| TU duties  |[ ]
| Adverse weather (unpaid) |[ ]
| Civil/public duties (unpaid) |[ ]
| Other (unpaid – please specify) |[ ]

# Page 3 of the [Special Leave Policy](https://www.st-andrews.ac.uk/policy/staff-annual-leave-and-other-absence-special-leave/special-leave.pdf) provides a high-level summary of the University’s special leave provision. If the employee has exhausted their paid entitlement, this should be recorded as unpaid on the form.

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| **If time off is approved** |
| **Confirm if the leave is paid or unpaid**  | **Paid** |[ ]  **Unpaid** |[ ]
| Please confirm the dates: | **From** | Click or tap to enter a date. | **To** | Click or tap to enter a date. |
| Total number of working days: |  |
| Total number of hours: |  |

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| **Approvals (Signatures are required if submitting an unpaid leave request - electronic signatures are accepted)** |
| **Employee’s signature** |  | **Line manager’s signature** |  |
| **Date** | Click or tap to enter a date. | **Date** | Click or tap to enter a date. |

**Line manager must now submit this form to Payroll for processing at:** **salaries-absence@st-andrews.ac.uk**