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

|  |  |
| --- | --- |
| **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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](mailto:salaries-absence@st-andrews.ac.uk)**