# APPLICATION FOR UNPAID LEAVE

This form should only be used for unpaid leave requests. Leave with pay should be recorded on the employees leave card.

**1. Application for a period of unpaid leave between the following dates:-**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **inclusive**

Faculty/Directorate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Reasons for Application:-**

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Name:..........................................................................................................Emp No...................................

Signed:.....................................................................................................…Date:.......................................

Faculty/Directorate: ………………………………………………………………………………………………..

**3. Application for Unpaid Leave Agreed by Dean of Faculty/Directorate:-**

Signed:........................................................................................................Date:.......................................

**For HR Use Only:**

Approved by: ……………………………………………………………………………..(Authorised Signatory)

Letter to Employee - Yes/No

c.c. Payroll