

**HUMAN RESOURCES
LEAVE APPLICATION (page 2)**

SECTION 5 - CONDITIONS OF LEAVE

Sick Leave Satisfactory medical evidence is required for sick leave of 3 or more consecutive days for general staff & 5 or more consecutive days for academic staff.

General Staff Only

Higher Duties Allowance (HDA) Where an employee who has been receiving a higher duties allowance for a continuous period of 12 months or more, proceeds on:

1. a period of normal annual leave, or
2. a period of any other approved leave of absence of not more than one calendar month

the employee shall continue to receive the allowance for the period of the leave, provided that this sub-clause shall also apply to an employee who has been in receipt of an allowance for less than 12 months if during the employee's absence no other employee acts in the position in which the employee was acting prior to proceeding on leave and the employee resumes in the office immediately after leave. 'Normal annual leave' means an annual period of recreation leave of 4 weeks (5 weeks in the case of shift workers), and shall include any of the holidays and leave accrued during the preceding 12 months taken in conjunction with such annual recreation leave.

Where an employee who is in receipt of an allowance granted under this clause proceeds on:

1. a period of annual leave in excess of the normal, or
2. a period of any other approved leave of absence of more than one calendar month

the employee shall not be entitled to receive payment of such allowance for the whole or any part of the period of such leave.

SECTION 6 - CURRENT APPROVER

If you are an ESS leave approver, and no-one will be acting in your position whilst away, please indicate the name of the temporary delegated leave approver.

HR Employment : Please pass this form to Systems for delegation change.

Employee number Family name

First names Ext.

Position title Position number

BU Description

Current Approval Signature Date (dd/mm/yy)

SECTION 7 - TEMPORARY DELEGATE APPROVER

Employee number Family name

First names Ext

Position title Position number

BU Description

Start Date (of delegation) End Date (of delegation)