**Human Resources**

**Special Leave Request Form**

*Please refer to the Special Leave Policy before completing this form and ensure that you have sought the necessary approval before submitting.*

***Incomplete forms will not be accepted; please ensure all sections are fully completed.***

*Return a completed copy electronically to* *HR.Adviser@lse.ac.uk**.*

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| Employee Details (please enter the following details)  |
| Title | Click here to enter text. | **First name** | Click here to enter text. | **Surname** |  Click here to enter text. |
| Payroll number |  Click here to enter text. | **Post ID** | Click here to enter text. |
| Job title |  Click here to enter text. |
| Job Family |  Choose an item. | **DDCI** |  Click here to enter text. |
| Are you a Visa holder? |  [ ] No | [ ] Yes, Tier 2 | [ ] Yes, Tier 5 |
| Detail on Leave Request  |
| Reason for leave | Choose an item.  |
| If other reason for leave, please specify |  Click here to enter text. |
| Please provide further information on purpose for which leave is sought |
|  Click here to enter text. |
| Start Date of leave | Click here to enter a date. |
| End date of leave | Click here to enter a date. |
| Total number of days requested |  Click here to enter text. |
| Authorisation   |
| Employee Signature  | Click here to enter text. | **Date** | Click here to enter a date. |
| Authorisors Name |  Click here to enter text. | **Job Title** |  Click here to enter text. |
| Signature  | Click here to enter text. | **Date** | Click here to enter a date. |
| By signing this I confirm that I am authorised to make these changes/payments. |

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| **HR/Payroll Team office use only**  |
| ***HR checklist*** |
| [ ]  Visa status checked  |
| If Tier 2 or 5 check with Compliance team before implementing  |
| [ ]  Create letter  |
| [ ]  Resourcelink input  |
| **Completed by:** |
| **Name** Click here to enter text. **Date** Click here to enter a date. |
|  |
| ***Payroll Team checklist*** |
| **Completed by:** Click here to enter text. |
| **Name** Click here to enter text. **Date** Click here to enter a date.  |