# Application for leave in special circumstances

More information at <https://www.york.ac.uk/admin/hr/leave-and-absence/other-leave/special-circumstances/>

## About you

|  |  |
| --- | --- |
| **Employee name** |  |
| **Employee number** |  |

## About your request

**Category of leave**

|  |  |
| --- | --- |
| Armed forces leave | 🗸 |
| Bereavement leave |  |
| Compassionate leave |  |
| Domestic emergency |  |
| Public or community service |  |
| Carer’s leave |  |

**Period requested**

|  |
| --- |
|  |

**Reason for request**

|  |
| --- |
|  |

## What to do next

* Once complete, send the form to your line manager

## For completion by your line manager

**Decision**

|  |  |
| --- | --- |
| Agreed | 🗸 |
| Agreed in part |  |
| Not agreed |  |

**Reasons for decision**

|  |
| --- |
|  |

**Communications checklist**

|  |  |
| --- | --- |
|  | Employee advised of decision |
|  | Payroll notified (if unpaid) |
|  | HR Services notified (If absence over one month) |

## What to do next

* Once fully completed, this form should be stored securely within the department