

## Appendix A

### Application for special leave

<i>Cardiff and Vale University Health Board</i>	
<b>Application for special leave</b>	
<b>Personal Details</b>	
Full name:	
Employee number:	
Position:	
Organisation (Department):	
Work base:	
Contact telephone number:	
<b>Circumstances of leave</b>	
Emergency carers & dependant leave – Section 7.1.1 of policy (please give details)	
Unexpected crisis leave – Section 7.1.2 of policy (please give details)	
Bereavement – Section 7.1.3 of policy (please give details)	
Time off for public duties – Section 7.2.1 of policy (please give details)	
Interviews – Section 7.2.2 of policy (please give details)	
Jury service/Attendance at court as a witness – Section 7.2.3 of policy (please give details)	
Fertility Treatments – Section 7.2.4 of policy (please give details)	
Other reason (please specify)	
<b>Number of days requested</b>	

Total number of days requested:	
From (date):	
To (date):	
<b>Signed:</b>	<b>Date:</b>
<b>To be completed by Line Manager</b>	
Special leave granted (this episode):	Yes / No
Is the special leave paid or unpaid?:	Paid / Unpaid
Number of days granted:	
Number of days granted (in last 12 month period)	
From (date):	
To (date):	
If not granted, please give reason:	
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	
<b>Position:</b>	