



Section A – Employee Details

Employee Name: _____ Employee No: _____

Reason: _____

**AUTHORISATION CAN ONLY BE GRANTED BY LINE MANAGER
FOR COMPASSIONATE LEAVE REQUESTS**

NOT TO BE SENT OUT TO EMPLOYEE

Section B – Shift Details					Section C – Authorisation
					Line Manager ONLY
Shift Date	Shift Start time:	Shift Finish Time:	Hours	Location / Duty	YES / NO
Total Hours Authorised as Special Leave				Name (Manager): Date:	
☐ PERSONNEL DATABASE UPDATED				Signature:	

PAID ☐ MANAGERS SIGNATURE _____

UNPAID ☐ MANAGERS SIGNATURE _____