

**Federation of Heavers Farm and Selsdon Primary Schools**  
**REQUEST FOR DISCRETIONARY LEAVE**

Name: .....

<b>Details of discretionary leave being requested</b>
Date(s): .....
Total no. of days requested: .....
Paid / Unpaid / Either (delete as appropriate)
<b>Reason for request</b>
Please provide details of the reason for the request, including your relationship to the person(s) affected.
Name of line manager:
Signed by line manager:
Notes:

**Management Decision**  
**(for office use only)**

Date request made:	
Outcome / management decision	Agreed / not agreed Paid / Unpaid / TOIL Signed: <span style="float: right;">Executive Headteacher</span>

## RECORD OF MANAGEMENT ASSESSMENT OF REQUEST

(for use by school office only)

Consideration	Assessment	Comments
<b>Circumstances</b> Is there a need for immediate action?	YES                  NO	
How urgently does the response need to be?(e.g. Is there a risk to life/limb?	Low                          High 1   2   3   4   5	
Vulnerability of person affected?	Low                          High 1   2   3   4   5	
Is there a need for making longer term arrangements?	YES                  NO	
Is there a link to other causes (eg ongoing medical treatment, dependency care, DDA considerations)?	YES                  NO	
Was the situation foreseeable?	YES                  NO	
<b>Frequency</b> Have there been similar previous requests? When? Did these requests involve similar circumstances?	YES                  NO	
What contingency plans has the staff member put in place?		
How much time off has previously been granted and over what period?	Paid special leave:                  days Unpaid special leave:              days	
<b>Operational impact</b> Are there ways of minimising the impact on the school's service?		
What will be the effect of a short-term absence (< 1-2 days)?		
Effect of a long-term absence (3+ days)?		
<b>Payment</b> <ul style="list-style-type: none"> <li>• Is there provision in national conditions for this?                  YES                  NO*</li> <li>• Is there provision under School policy?                                  YES                  NO*</li> <li>• *Nevertheless should <b>paid</b> time be granted?                          YES                  NO</li> </ul>		
<b>Overall Assessment</b> Does request fall within criteria provided by policy?	YES                  NO	
Are there other special circumstances? <b>Provide details</b>		