

Request for Annual Leave during period of sickness

I request permission to take weeks* statutory annual leave

from to

***Please note:** Requests for statutory leave must be in complete weeks, providing the remaining entitlement allows it, up to a maximum of 5.6 weeks; the 5.6 weeks entitlement includes any leave already taken in the same leave year prior to commencement of the sick leave.

Name:.....NI Number.....

Job Title:

Location:

Authorised by:(and noted on leave record card)
(Block Capitals)

Name:
(Line Manager/Budget Holder)

Signed: Date

Confirmed by:..... Date.....
(HR Manager)

For office use only:

Gross amount paid £

- Annual Contractual entitlement (As per individual contract where entitlement to Trust sick pay continues)
- Statutory Entitlement (5.6 weeks including Bank Holiday where Trust sick pay expired)

DSS informed: Yes / No

Staff have to be aware of the effect of payment of annual leave on benefits claimed. It is the responsibility of the individual to contact their local DWP office regarding their own personal circumstances. (A copy of this form will be forwarded to the DWP to avoid overpayment of benefits.)