



Moray Council Educational Services

Application for Special Leave

Prior to completing this request, please refer to the relevant policy on the Interchange:

- For teaching staff - [Leave of Absence for Teachers and Associated Professionals Policy \(PDF\)](#)
- For support staff – [Special Leave \(Word\)](#)

These policies state the maximum number of days permitted for each category of request. Requests for additional days, if granted, may be unpaid.

A. To be completed by member of staff requesting special leave.

Full Name	Click or tap here to enter text.	Payroll No (if known)	Click or tap here to enter text.
Home Address	Click or tap here to enter text.	Post code	Click or tap here to enter text.
Name of School	Choose an item.	Position	Choose an item.
Reason for request giving full details	Click or tap here to enter text.		
First date of leave	Click or tap to enter a date.	Final date of leave	Click or tap to enter a date.
Total days requested	Click or tap here to enter text.		
Date form completed	Click or tap to enter a date.		

B. To be completed by Head Teacher.

Will you be able to make internal arrangements for classes?	Choose an item. Click or tap here to enter text.		
If replacement staff are required, please specify whether full-time or part-time. If latter, give details.	Choose an item. Click or tap here to enter text.		
Recommendation with regard to this request	Choose an item.		
Further comments	Click or tap here to enter text.		
Head Teacher (print name)	Click or tap here to enter text.	Date	Click or tap to enter a date.

If the request has been dealt with as per the Special Leave policy, the member of staff should be informed of the outcome and the form should be kept in school in the appropriate staff file.

If the request cannot be dealt with in terms of the policy, or the request is for more than 2 days, it must be forwarded to education@moray.gov.uk for the attention of the Business Support Team Manager. Please put *“Special Leave Form ‘school name’”* in the Subject box of the email.

C. To be completed by Business Support Team Manager (HQ) if applicable.

Date form received	Click or tap to enter a date.
Leave decision	Choose an item.
Salary decision	Choose an item. Click or tap here to enter text.
Any other comment	Click or tap here to enter text.
Date of decision	Click or tap to enter a date.

D. To be completed by Human Resources when decision is for unpaid Special Leave. Form will be forwarded by the Business Support Team (HQ).

Staff member advised	Choose an item.	Payments section advised	Choose an item.
Head Teacher advised	Choose an item.	Recorded in personnel file	Choose an item.
Any other comment	Click or tap here to enter text.		