

Date received:

Application for Leave Medical & Dental Staff

This form should be fully completed. It must be signed by all relevant people and sent to the Rota Coordination team with a minimum of **6 weeks' notice**.

Date/s from: (six weeks' notice?)	To:
Forename:	Surname:
Specialty:	Grade:
Email Address:	

Type of Leave (please tick and clarify if appropriate)

- Annual Leave
- Lieu Day (Please indicate Bank Holiday date/s worked) _____
- Interview Leave (NHS interview leave) _____
- Other (Please indicate) _____

Please indicate below who will be covering your duties whilst you are off. If you would normally be scheduled for specific duties (clinics etc) please state below how they will be covered. Any out of hours duties must be swapped first and a swap form provided before booking any annual leave.

Date	Day	Type of Duty (ward/clinic etc)	Arrangements made (covering doctor to sign if applicable)

I confirm that my duties have been covered and that the above information is true and accurate.

Signed: _____ Date: _____

Rota Co-ordination use only:

Rota Coordinator Approval:	Print name:	Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Date:
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Annual/Other Leave Procedure

Annual Leave Entitlement

Please refer to your Terms and Conditions of Service.

Procedure

VERBAL OR EMAIL REQUESTS WILL NOT BE CONSIDERED LEAVE WILL ONLY BE CONSIDERED ON RECEIPT OF A SIGNED APPLICATION FOR LEAVE FORM.

All applications for annual/other leave must be completed with six weeks' notice.

Please clearly indicate who will be covering your team/duties/clinics in your absence (failure to do this will result in the form being rejected by the rota team). Please check the rota to ensure the dates requested are suitable for your team. The rota is available at www.yorkhospitals.nhs.uk/rotas (password is rota1).

When you have completed your application please pass to the nominated Consultant for your Specialty for approval. If they approve please send the form to the Rota Coordination Team for final approval.

If your duties would include any out of hours work, you must include a relevant swap form with your leave application.

The approval of leave is subject to the demands of the service and it is therefore recommended that you refer to your duty rota, and discuss leave plans with your colleagues, at an early stage in order to maximise your leave opportunities and avoid disappointment.

Leave will be added to then rota when approved. Until the rota has been updated, you should **not assume** that leave has been granted and if you are in any doubt; you are requested to contact your Rota Coordinator to verify the outcome of the application **before** departing on leave. Failure to do this will result in action being taken which may include disciplinary action. Unauthorised absence is a breach of contract and will usually be regarded as gross misconduct.

Special Leave

Paternity & Maternity leave requests must be accompanied by a MATB1 form which is obtainable from the Midwife. Please refer to the Trust s policies (available on Staffroom) for further information. Special / Compassionate leave must be discussed with your Directorate Manager prior to completion of this form.

Interview / Other leave

If you are applying for leave to attend an interview or medical appointment you must include a copy of the relevant information (e.g. interview/appointment letter).

Lieu Days

You are entitled to a lieu day in return for every Bank Holiday worked. In order to take a lieu day you must state on the form which Bank Holiday you accrued this day on. If you do not clearly state that you are using a lieu day or declare the accrual dates then your annual leave entitlement will be used for this request of leave. Any lieu days must be taken in the rotation in which they were accrued. If you fail to take your lieu days you are **NOT** permitted to carry them over to your next rotation. It is your responsibility to book your lieu days following the above procedure.