



2.3 Staff leave request policy

Staff must apply for all leave in writing, stating dates required and submitting the request giving sufficient time for cover to be organised (approximately 4 weeks if applicable).

The decision will be made by the Supervisor and Chairman.

The covering member of staff will receive their contracted hourly rate of pay for all overtime and cover.

For emergency cover i.e. Doctors' appointments/illness etc, staff must inform the Supervisor as soon as possible and organise cover if able.

Date reviewed – November 2025