



APPLICATION FOR CARER'S LEAVE

This application should be submitted to your Line Manager for approval.

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the Council's privacy notice for employees which is available at: <https://www.eastdunbarton.gov.uk/council/privacy-notices>

Section A - Employee details

Full name

Post title

National Insurance Number

Email

Telephone

Section B - Carer leave details

Start date

End date

Total number of days

Half or full day

Please provide name of dependant and relationship

Name

Relationship

Number of days of carer's leave taken within the last 12 months

Date of application

Section C - to be completed by line manager

Please state if you support this application. Yes No

Please detail if approval differs from original request

If the request cannot be supported please state the reasons

Line manager name

Post title

Date

If application approved please forward this form to Employee Services:
employeeservices@eastdunbarton.gov.uk