



APPLICATION FOR SPECIAL 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>.

Full name
Post title
National Insurance Number
Email
Telephone

Special Leave start date

Special Leave end date

Total Number of Days

Please state the reason for Special Leave

Number of days unpaid Special Leave

Number of days paid Special Leave

Date

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 reasons

Line Manager name

Post title

Date

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