

**APPLICATION FOR UNPAID LEAVE OF ABSENCE**  
**PUPIL ESCORTS**

**Under the terms and conditions of your Statement of Main Terms of Employment you are required to take all your annual holiday during periods when the school is closed to pupils.**

**Unless there are extenuating circumstances permission will not be granted to take annual leave in school term-time**

**NAME** .....

**ADDRESS** .....

.....

**TEL. NO.** ..... **JOURNEY NO.** .....

**SCHOOL** .....

**REASON FOR UNPAID LEAVE** *(you must give full details as it is not sufficient just to say 'holiday'. If this is a special holiday, please attach a copy of the booking information)*

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**DATES REQUIRED**

**First day of leave** .....

**Last day of leave** .....

**Date return to work** .....

**Total working days absent** .....

**SIGNATURE OF EMPLOYEE .....** **DATE .....**

**DECISION OF TRANSPORT TEAM:**

**..... DATE .....**

*Please complete and return to the Transport Team, Room 60, Family Services, County Hall,  
Wakefield WF1 2QL giving at least 2 months notification of request for unpaid leave*