## Application for Leave (Inclusive of Annual and Educational) under the 2010 NCHD Contract

Please note that leave is not transferable between hospitals and is granted on a pro-rata basis when rotating through more than one hospital.

Employee Name:	Department:
Grade:	Pers No:
CONTRACT PERIOD:	

Application for leave must be submitted 2 weeks in advance of the commencement of the leave.

Applications submitted after the leave has occurred will result in delayed payment of notional hours.

Please ensure that you have, in the first instance, consulted with your team regarding leave plans.

NCHDs are requested to plan their leave at the beginning of each 6 month period.

approved by Medical Manpower or where relevant the Directorate Manager All applications for leave must be initially recommended by the Consultant for whom you will be working with during the relevant periods and

Applications for Educational Leave must be supported by documentary evidence and submitted with this form.

ANNUAL LEAVE ALLOWANCE

Dates				To be signed and appro	To be signed and approved before leave is commenced
(inclusive)	No. of	Balance of Leave	Signature of Applicant		Approved by
From To	Days	Tain of Or Fourt	Oignature of Applicant	Recommended by Consultant	Medical Manpower/Directorate Manager
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EDUCATIONAL LEAVE

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APPLICATION FOR	EDUCATIONAL LE

		Saitroadi	Supporting	Documentary	Evidence		
	To be signed and approved before leave is commenced	Approved by		Medical Manpower/Directorate	Manager		
		Recommended by		Consultant			
	Signature of			Applicant			
		Balance of	Pave	3			
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	Dates (i		From				
	Course Provider / Location						
	Type of Educational Leave						

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