



Centre for Professional Practice

Practice Briefing Note

Title:	Annual Leave Request Approval Procedure
Effective From:	18/08/2017

Practice Note:	<p>This is a new approval procedure for Annual Leave Requests from all members of staff.</p> <p>The process applies to everyone including staff returning from Sick or Maternity leave and appropriate approval must be sought before anything is agreed.</p> <p>The new procedure is given below:</p>
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Leave Requests	Approval Must Be Given By
1 Week	Team Manager
2-3 Weeks	Service Manager
Above 3 Weeks	Head of Service

Reason:	To ensure consistent practice across the service in terms of managing annual leave requests.
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Adopted at:	DMT of 27 th July 2017
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