

Annual Leave Request Form for Youth Development Workers

As from September 1st 2003 there will be a new system of requesting and approving annual leave for all full-time/half-time Youth Development Workers (YDWs) and Outdoor Education Development Worker (OEDW). The annual leave entitlement and related issues for staff on LYCESS Conditions of Service are described in a Statement of Particulars of Employment (Section 10) that forms part of your contract of employment.

Please note that:

- The annual leave year runs from 1st April to 31st March
- An outline holiday schedule for individual staff will be agreed before 1st June
- All specific requests for annual leave must be submitted in advance using form ALR 1.

Application and approval process

- Youth Development Workers should submit one copy of form ALR 1 to their Area Youth Officer at least **one week in advance**.
- Outdoor Education Development Worker submit one copy of form ALR 1 to their line manager at least **one week in advance**.

Managers will sign to approve, subject to service demands and your entitlement, and return a signed copy of the form to the applicant. They will also ensure that Area and Central records are maintained.

Name (please print):				Position:		
Work base address:						
Phone no:		Fax no:		Email:		
Date of Application	Leave required (inclusive dates)			Leave days remaining	Approved	Noted in leave record
	From	To	No of Days			

If you require further advice on matters relating to annual leave please contact Tony Jones on 0116 3056393.