A close-up of a logo

Description automatically generated with low confidence

**Admin Promotion Scheme Leave Form**

**FOR STATUTORY LEAVE ONLY**

***Please note only Statutory Leave to be included in this Form.***

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| **Inclusion of Statutory Leave**  The University acknowledges that periods where an individual may have been on Statutory Leave from their employer may have impacted on an individual’s performance as judged against the assessment criteria. In the context of this call, Statutory Leave refers to maternity leave, paternity leave, parental or adoption leave, carers leave and/or other protected leave which may be provided for in legislation enacted by the State from time to time. |

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| YOUR DETAILS: | |
| **Name** |  |
| **College/ Central Service** |  |
| **School/ Area** |  |

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| Nature & Dates of Absence: please indicate below the details of the type of Statutory Leave you wish to have considered by the Board along with the relevant dates. | |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** | |

|  |  |
| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** | |

|  |  |
| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** | |

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| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** | |

|  |  |
| --- | --- |
| **Date from (DD/MM/YY):** | **Date to (DD/MM/YY):** |
| **Nature of Leave:** | |

*Add as appropriate.*

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| CONSENT TO SHARE DETAILS OF YOUR STATUTORY LEAVE | |
| Please tick this box to indicate your consent for the information outlined in this Promotion Scheme Leave Form to be shared with the Admin Promotions Board members, the People & Culture Department, and where applicable, members of the Admin Promotions Appeals Board.  This information will be processed and stored in line with the Admin Promotion Data Protection Notice . | Tick Here if Consent |