



# The British School

## LEAVE APPLICATION FORM - AY 2025/26

**Note:** Please read the School's Leave policy before applying for the leave.

<b>Name</b>				
<b>Period of absence from duty</b>				
<b>Date</b>	<b>From</b>	<b>To</b>	<b>All Day (Y/N)</b>	<b>Total no. of days</b>

<b>Highlight the leave category you are applying for as per the <a href="#">TBS Leave Policy</a></b>				
Compassionate Leave	Planned Personal Leave	Time in Lieu (10 calendar days notice required)	Maternity/Paternity Leave	Calendared Cultural and Religious Festivals
Leave for interviews	Leave for medical check-ups/doctor visits that cannot take place outside working hours		External Professional/Career Development Leave	Emergency Leave
Reason for absence (in detail with reference to leave policy)				

Applicant's signature		Date	
LM's assessment of impact		Date	
Head of Section Approval (SMo/ CDp)		Date	

### For Official use Only

Days Approved		Not Approved	
Paid		Unpaid	

HR Manager		Date	
Principal		Date	

**Once approved, the applicant should share the approved absence dates with PLT/ SLT as appropriate, as soon as the absence has been approved. If secondary, please complete the absence form as soon as the absence has been approved.**

**August 2025**