**Appendix 2**

**RESPONSE TO EMERGENCY COVID-19 PANDEMIC**

**REQUEST FOR PAYMENT OF UNUSED CONTRACTUAL LEAVE**

|  |  |
| --- | --- |
| Employee Information  *To be completed by employee* | |
| Name | Click here to enter text. |
| Staff No | Click here to enter text. |
| Job | Click here to enter text. |
| Department | Click here to enter text. |
| Location | Click here to enter text. |

|  |  |
| --- | --- |
| Details of leave  *To be completed by employee* | |
| Number of Leave Hours to be paid (must be stated in hours).  Cannot include payment for untaken leave below the 5.6 week statutory minimum provisions | Click here to enter text. |
| Employee Declaration  I acknowledge that, by signing this request for payment of unused contractual leave that I confirm my agreement to the temporary variation to my terms and conditions of employment as outlined in the Regional Proposal (of which this is a copy). I acknowledge that this temporary variation is as a result of the exceptional circumstances which the HSC organisations have faced in light of the covid-19 pandemic and is a one-off payment. I acknowledge that this scheme closes on 31 March 2021 and, following that date, I will have no contractual right to request payment in respect of my leave entitlement. | |
| Employee Signature | Click here to enter text. |
| Date | Click here to enter a date. |

|  |  |
| --- | --- |
| Manager Authorisation  *To be completed by Direct Line Manager* | |
| Request Approved | Yes  No |
| If no, please detail reason | Click here to enter text. |
| Number of Leave Hours approved for payment | Click here to enter text. |
| Manager Signature | Click here to enter text. |
| Date | Click here to enter a date. |

**NOTES**

* Payment of leave applies to contractual leave accrued and untaken during the 2020/2021 financial year only.
* All requests for payment of contractual leave must be agreed no later than 31 March 2021. The scheme will close for any new requests at this date.
* Where leave is paid - the manager must deduct the hours paid from the staff members 2020-2021 leave entitlement to ensure this is not credited to the staff member twice.

**PLEASE FORWARD TO HUMAN RESOURCES –** [**hrenquiry@belfasttrust.hscni.net**](mailto:hrenquiry@belfasttrust.hscni.net)