**Appendix 2**

**RESPONSE TO EMERGENCY COVID-19 PANDEMIC**

**REQUEST FOR PAYMENT OF UNUSED CONTRACTUAL LEAVE**

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| 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. |

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| --- |
| 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**