

Special Leave with Nominal Pay Application Form HR 110

This form is to be used when you are making application for Special leave with Nominal Pay. It is important that you complete this form correctly and forward all requested documentation to Human Resources in the time frames outlined below. Please complete in Block Capitals/Tick appropriate boxes

Section 1. To be completed by the employee

I wish to apply for Special Leave with Nominal Pay in accordance with the terms and conditions applicable to this leave type. I agree that should my application be approved I will notify my Line Manager and HR of any circumstances that would change the terms and conditions applicable to the granting of this leave type.

Surname:					First Name:																			
Grade:.					Personnel No																			
Location:					PPS No																			
Is this your initial application for Special Leave with Nominal Pay? (Minimum notice period – 8 Weeks) If yes please go to section 2															Yes <input type="checkbox"/> No <input type="checkbox"/>									
Is this application in relation to an extension of your special leave with nominal pay period?															Yes <input type="checkbox"/> No <input type="checkbox"/>									
If you answered yes to the question above please provide the dates of your current period of special leave with nominal pay																								
From Date																				To Date				
(Note an employee can avail of a maximum of 3 years Special Leave with Nominal Pay any period exceeding 3 years is managed under the HSE Career Break Scheme)																								

Section 2. Leave Details

From Date																				To Date				
Please Indicate the reason for your application															✓	Please indicate which Country								
To Work with an international Agency in a Development Country																								
Disaster/ Emergency Relief Work																								
Name of International Agency*																								
* Please note a letter from sponsoring international agency must be included with this application																								

Section 3. Contact Details While on Special Leave

Street Address																			
Town/City																			
County										Post Code					Country				
Contact Phone Number:										Mobile Phone No:									
E Mail Address																			

If Faxing please ensure Employee's Name and Personnel Number are included for each page of form

Name _____ Personnel No. _____

Section 4. Declaration

I understand that any period of special leave with Nominal pay is reckonable for pension purposes.

I further understand that the contributions due from me will be calculated on the basis that I continued to be employed in my substantive grade for the duration of my period of Special leave with Nominal pay and I agree to pay any outstanding contributions on my return to duty.

Signature

Date

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Section 5. To be completed by Line Manager

Leave due to/ Owed by employee	Leave entitlement (Hours)	Leave Taken (Hours)	Hours Due	Hours overtaken
Annual Leave (Confirmed)				
Public Holidays (Confirmed)				

Section 6. Objects on loan (if applicable)

Please list HSE property items on loan below. (e.g. Laptop, Mobile Phone, Keys, travel pass etc.)

Item	Employee Initials	Line Managers Initials	Date of Return											

Have Items on loan been recovered Yes No

If no, please ensure that items are recovered before the employee commences leave.

Section 7. Delegated Officer

I have checked the relevant supporting documentation included with this leave request.

In addition I have completed an assessment on the capacity of the department to meet operational requirements as a result of this request for special leave with nominal pay. My recommendation for this leave request is:-

Application Approved Application Refused

Name Decision No

E Mail address Contact Tel No:

Signature

Date:

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Section 8. To be completed by Assistant Director of Human Resources

Application Approved Application Refused

Name

Signature

Date

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If Faxing please ensure Employee's Name and Personnel Number are included for each page of form

Name _____ Personnel No. _____

Section 9. To be completed by Human Resources, Personnel Administration

System updated by	Date									
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Comments:

Section 10. Payroll Section

Location Code			
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Checked by Payroll

Name (Print)	Signature
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Tel No	Date								
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Section 11. Circulation List

1	2
3	4
5	6
7	8

Explanatory notes on Special Leave with Nominal Pay

Employees with professional qualifications are entitled to apply for special leave to work with a recognised agency in any of the following:

- a recognised underdeveloped country;
- a disaster/emergency region; and
- a developing country where the public health service is underdeveloped.

Short-term absences may be considered in the case of disaster relief. Approval may be granted to absences of one-year duration. Leave may be extended for a maximum period of three years under this scheme. No approvals should be made without the express prior approval of the Area Director of Human Resources.

An employee may extend the duration of his/her stay, up to a maximum of five years, by applying for additional leave under the Career Break scheme.

On completion of service abroad, employees will be entitled to return to an equivalent post with the HSE.

Superannuation

During special leave, employees are paid a nominal amount per week to protect their superannuation rights.

Employees continue to be liable for contributions under the Local Government Superannuation Code and the Spouse's and Children's Pension Scheme. Contributions are based on pensionable remuneration immediately prior to the commencement of special leave and are adjusted in line with general pay increases.