



**REFUSAL BY MY EMPLOYER TO GRANT ME PAID LEAVE DURING REFERENCE PERIOD**  
**1<sup>ST</sup> September 2009 to 31<sup>ST</sup> August 2010**

Members Full Name \_\_\_\_\_

Members Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_ Union Membership Number \_\_\_\_\_

Employers Name \_\_\_\_\_

Employers Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Employers Contact Telephone Number \_\_\_\_\_

Date Employed From                      Job Title                      Unit Name                      Grade

Date of any TUPE transfer within last 12 months                      Name of previous employer if transferred

Please state your net earnings \_\_\_\_\_

Chose **one** of the three options below.

- 1. I was in year 2009/10 paid on a 28 pay cycle (13 times a year)
- 2. I was in year 2009/10 paid on a monthly pay cycle (12 times a year)
- 3. I was in year 2009/10 paid only for the days I worked (ad hoc)

Are you paid **outwith** the COTA agreement e.g. Camp Boss                      **Please delete as appropriate\***                      \*Yes/No

I have applied to my employer for paid leave for reference period 1<sup>st</sup> September 2009 to 31<sup>st</sup> August 2010                      \*Yes/No

My employer refused to grant me paid leave.                      \*Yes/No

I have written proof of the previous **two** points (do not send originals with this form)                      \*Yes/No

My Union, Unite have appealed this decision through the grievance procedure                      \*Yes/~~No~~