



**pdn**

Department of Physiology,  
Development and Neuroscience

## **Professional Services Staff**

### **Procedure for requesting annual leave**

It is important for Professional Services Staff (PSS) to manage their annual leave. The main reasons for this are:

- To ensure that individuals plan and take annual leave to maintain their health and wellbeing.
- To ensure effective workload planning and allocation both within teams and across the Department.
- To ensure that individuals do have a large amount of leave not taken towards the end of the leave year (30 September).

The procedure for booking annual leave is as follows:

1. First, discuss your plans with your supervisor/line manager and obtain their 'in principle' agreement.
2. Submit your request for leave to: [leave@pdn.cam.ac.uk](mailto:leave@pdn.cam.ac.uk)
3. All requests for leave will be considered by the Departmental Administrator in consultation with line managers as required.
4. Please note that leave is *not* approved until you have received confirmation in writing from the Departmental Administrator.

Bearing in mind the successive steps in the procedure, please ensure you submit your requests for annual leave with as much notice as reasonably possible, particularly if the proposed leave is for longer than two or three consecutive days at a time. Insufficient notice may mean that leave is not granted.

### **Procedure for recording sick leave**

If you have had a period of sick leave, please complete a CHRIS/62 Sickness self-certificate (available on the PDN intranet under forms). All periods of sickness including half days sick leave need to be recorded on the HR system. The completed form should then be submitted to:  
[leave@pdn.cam.ac.uk](mailto:leave@pdn.cam.ac.uk)

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