

Time Off Work Policy

Which letter should I use for which meeting?

Each template is numbered and a description provided to make it easier for you to identify the correct one to use. You **must** ensure you use the **correct letter** therefore if you are unsure of which one to use, refer to the details below;

<u>Letter no. and link</u>	<u>Letter Name</u>	<u>When to use the letter</u>
TOW1	Confirmation of Time off request	You will normally confirm any time off and which option you wish to use verbally with the employee or by e mail. We have provided template TOW1 for you to use to confirm time off agreed, should you wish to do so.
TOW2	Checklist for meeting following a Career break request	Once you have received a request, you must have a meeting with the employee to discuss the detail. Checklist TOW2 will help you to ensure that all aspects are discussed and considered, before you make your decision.
TOW3	Outcome of meeting following a Career break request	Once you have discussed all of the details, you can confirm your decision in writing using TOW3 .