Payroll Use Only – Employee Number

**MP’s Name** CAPITAL LETTERS **Constituency** CAPITAL LETTERS

**Employee Details**

Title First Name Last Name

Start Date End Date

Reason

**Authorisation & Declaration**

Up to five days per year can be taken at full pay at your discretion. Any additional leave can be taken as annual leave or unpaid leave, which needs to be reported to IPSA. If any additional leave is unpaid, this form should be completed.

* I authorise IPSA to amend the salary of the above mentioned staff member from the date shown

MP’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: Amendments must be received before the 15th of each month. If the 15th falls on a weekend then the payroll cut-off is the previous working day***

**Please email this signed form to** [**payroll@theipsa.org.uk**](mailto:payroll@theipsa.org.uk)**. Alternatively, please send it to IPSA, 2nd Floor, 85 Strand, London, WC2R 0DW**

**If you have any questions about completing this form, please call 020 7811 6400 / Option 2.**

|  |
| --- |
| **Data Protection Statement 2018**  IPSA collects and processes personal information you (and others) provide, for the purposes of exercising its statutory functions, as set out in the IPSA Privacy Notice. This is published on our websites and contains our contact details. IPSA may disclose information to third parties where it is fair and lawful to do so, while respecting your subject rights. IPSA is a public authority under the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA. Under the Data Protection Act 2018, you have a right to request a copy of the personal information which IPSA holds on you, as described in the Privacy Notice. IPSA is a registered data controller, with address: Data Protection Officer, IPSA, 4th floor, 30 Millbank, London SW1P 4DU. |

**Payroll use only**

**Keyed by *X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checked by *X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**