

Special Leave

Staff member

1. Request Special Leave; submit for processing

6. Notification of return to active duty or other alternatives

NO

Opt to extend Special Leave or resign

YES

HR Business Advisor/
OHR Copenhagen HR Associate/
HR Administrator/
Operations Officer

2. Process Special Leave request

4. – 5. Communicate decision to staff member; provide statement of all terms and administrative formalities of Special Leave; adjust benefits and entitlements

Communicate decision to staff member

7. Assist Staff Member in returning to active duty

Director, OHR /
Head of Office

3. Decide on granting Special Leave

YES

NO

8. Termination of Staff Member (if applicable)

