



<b>FACULTY</b> ( ) Regular ( ) Sessional ( ) Non-Regular ( ) Regularized	<b>OPERATIONAL</b> ( ) Full Time ( ) Part Time	<b>OPERATIONAL</b> ( ) Regular ( ) Seasonal ( ) Fixed Term ( ) Leave Replacement	<b>ADMINISTRATION</b> ( ) Full Time ( ) Part Time
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<b>Employee Number:</b>
<b>Employee Name: (Please Print)</b>
<b>Department:</b>

Type of Leave	First Day Off - Last Day Off (Show dates including year)	Total Hours	# of Days Paid	# of Days Unpaid
Sick Leave				
Sick leave for travel outside of home community <i>(CUPE only -see # 6 on reverse for criteria)</i>				
Family Sick Leave				
Wellness Day <i>(Operational Only)</i>				
Bereavement				
Court/Jury Duty				
WCB				
Maternity/Parental Leave <i>(See reverse for benefit information)</i>				

Employee's Signature	Date
Department Approval	Date
Payroll Entry	Date

Please send form to Financial Services

## INSTRUCTIONS

1. An employee who will be absent from his/her position, for reasons as outlined in the reverse, must submit an **Application for Leave** to ensure that such leave is approved and recorded.
2. The **Application for Leave** will be processed in the following sequence:
  - (a) Employee completes **Application for Leave** and submits for departmental approval.
  - (b) The departmental approval will be given by the employee's Manager.
  - (c) The **Application for Leave** will be forwarded to the Financial Services Department for verification of entitlement and recording.
3. The entitlements for leave will be those defined in the collective agreements for operational and faculty employees; and for administrators, as defined in the Administrative Personnel Policy.
4. The **Application for Leave** should be completed in advance whenever possible.
5. **Applying for maternity and/or parental leave:**

Faculty employees (*Articles 12.11 & 12& 13 Local Collective Agreement; Articles 8 Common Agreement*) and Administrative employees (*Section 19 Administrative Personnel Policy*)

  - Apply in writing to the President at least four months prior to the start of the leave.
  - Contact the Benefits/Abilities Administrator for answers with any questions about your health benefits and pension.
  - After birth, submit benefit change forms to the Human Resources Department.
  - Submit proof of application and receipt of EI benefits to the Benefits/Abilities Administrator for SEB top-up calculation. **Note:** *This information must be received in order for the SEB top- up to be paid.*
  - Employees must promptly notify the Benefits/Abilities Administrator of any changes to their maternity/parental EI benefits.

Operational employees (*Article 22 collective agreement*)

  - Apply by submitting a completed leave sheet to your Manager, at least 2 weeks prior to the start of the leave.
  - Contact the Benefits/Abilities Administrator for answers with any questions about your health benefits and pension.
  - Make arrangement with the Benefits/Abilities Administrator to prepay any applicable health benefit premiums.
6. Sick leave allotment used for travel outside your community for medical purposes not available in your community will not jeopardize an employee's entitlement to a wellness day.