



## REQUEST FOR SHORT-TERM LEAVE

<b>NAME OF EMPLOYEE:</b>
<b>POSITION/TITLE:</b>
<b>LOCATION/SCHOOL:</b>
<b>HOME ADDRESS:</b>

~ THE APPROPRIATE ARTICLE # MUST BE CIRCLED ~

TYPE OF LEAVE REQUEST	OECTA (Permanent Teachers)	OECTA (Occasional Teachers)	COPE	CUPE	PRINCIPALS & V.P.'s	NON-UNION
<b>Urgent Personal Business Leave</b>	13.03	6.05	22.08	21.05	11.01/HR-13	HR-13
<b>Paternity Leave for <u>Male</u> Teacher</b> (4 days max.) - For BIRTH of child - For ADOPTION of child	9:03(a) 9:03(b)	---	21:05	--	8:02/HR-17(5.1) 8:02/HR-17(5.2)	HR-17(5.1) HR-17(5.2)
<b>Compassionate Leave</b> a) Husband, Wife, Child, Parents, Brother, Sister (5 days) b) In-laws, Grandparents, Grandchild (3 days) c) Aunt, Uncle, Niece, Nephew (1 day)	13.01(a) 13.01(b) 13.01(c)	6.02(a) 6.02(b) 6.02(c)	22.03(a) 22.03(b) 22.03(c)	21.04(a) 21.04(b) 21.04(c)	11.01/HR-12(a) 11.01/HR-12(b) 11.01/HR-12(c)	HR-12(a) HR-12(b) HR-12(c)
<b>Jury or Witness and Quarantine Leave</b>	13.02(a)(i) 13.02(a)(ii)	6.03(a)(i) 6.03(a)(ii)	22.04(a) 22.04(b)	21.06(a) 21.06(b)	11.01/HR-14 11.01/HR-14	HR-14(2) HR-14(3)
<b>Short-term Personal Leave Without Pay</b> * PLEASE BE ADVISED LWOP AFFECTS PENSION, SICK LEAVE, and VACATION (if applicable) *	6.09/HR-15	---	22.05	21.08	11.01/HR-15	HR-15
<b>Union Leave</b>	T-1	6:06	22:02	21:02	--	--
<b>Time Off For Meetings (Christian Community, etc.)</b>	--	--	9:06	7:03(a)(b)	--	--
<b>President / VP Leave</b>	--	L.O.U. #2	--	--	--	--
<b>Inclement Weather / Road Conditions</b>	--	--	--	--	--	--

**DATE(s) REQUIRED FOR LEAVE:** \_\_\_\_\_

**REASON FOR LEAVE** -- Please provide necessary details, i.e., time & location of appointments (if applicable), etc.:

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**BOARD RESPONSE (Office Use Only):**

**APPROVED (with pay)**     
  **APPROVED AS LWOP**     
  **NOT APPROVED**

**NOTES (for Board use only):**

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M. Neeson, Manager of Human Resources

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Date