

## REQUEST FOR SHORT TERM LEAVE SUPPORT STAFF

Submit your completed request form to your principal. The principal will forward two copies to **Susan McWilliams, Human Resources Services for approval**. The original will be returned to the principal showing decision, and a copy kept in Human Resources.

Name \_\_\_\_\_ ID# \_\_\_\_\_

CUPE       COMMUNITY EDUCATION       MANAGERS       NON UNION       PSSP

Position \_\_\_\_\_ FTE /Hours \_\_\_\_\_

Location(s) \_\_\_\_\_  
(If at more than one location, please list both)

### TYPE OF LEAVE REQUESTED

- |  |  |
|--|--|
| <input type="checkbox"/> Personal: Maximum 5 days                          | <input type="checkbox"/> Medical Appointment (if recorded as SICK leave) |
| <input type="checkbox"/> Jury Duty   | <input type="checkbox"/> Bereavement: Relationship _____                 |
| <input type="checkbox"/> Pallbearer  | <input type="checkbox"/> Absent Without Pay                              |
| <input type="checkbox"/> Parental: Maximum 5 days (upon birth or adoption) | <input type="checkbox"/> Other: _____                                    |

CUPE ONLY -  Graduation (secondary school or post secondary school)

PSSP and COMM. ED. ONLY -  Severe Weather

### EMPLOYEES ARE RESPONSIBLE FOR TRACKING THEIR OWN PERSONAL DAYS.

For your personal leave balance up to 3 weeks in arrears, check your SDS Self-Serve account under 'Compensation' on the HR Website at <http://hr.limestone.on.ca>.

#### DATE(S) REQUESTED:

\_\_\_\_\_  Full Day    AM    PM   Other \_\_\_\_\_

\_\_\_\_\_  Full Day    AM    PM   Other \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

\_\_\_\_\_

Principal/Supervisor's Comments \_\_\_\_\_

Date \_\_\_\_\_ Principal/Supervisor's Signature \_\_\_\_\_

### APPROVAL SECTION - OFFICE USE

- Request Approved - meets criteria. Pay deduction will occur if over 5 day maximum.
- Request Approved with adjustment: \_\_\_\_\_ days with pay, \_\_\_\_\_ days without pay (code as LABSN in SDS)
- Request Not Approved

Date \_\_\_\_\_ HR Approving Signature \_\_\_\_\_

Keyed  Initial \_\_\_\_\_