



APPLICATION FOR LEAVE OF ABSENCE FORM



In order to apply for a Leave of Absence, all employees must complete an Application for Leave of Absence Form and submit it to your Manager. Approval must be received prior to taking the leave. Please provide as much notice as possible. This Form is confidential and will remain on the personnel file.

PART A

Employee Name: _____

Job Title: _____

Employee Number: _____ Full-time Part-time

Department: _____ Manager: _____

PART B

I request Leave of Absence for the following dates:

Total number of days: _____

Please provide information indicating the reason for the Leave of Absence request:

Employee's Signature: _____ Date: _____

This section is to be completed by the Manager, in consultation with Human Resources.

PART C

Leave of Absence Approved?

Yes Number of days absent from Work: _____

No Reason: _____

Comments/Follow-up: _____

Manager Approval: _____ Date: _____

Manager Notified Staffing: _____ (date) cc HR