



Request for Leave of Absence

Section A: To be completed by Employee (Please Print)

Employee Name: _____ FTE: _____ PTE: _____

Employee Group: (Please check appropriate box)

Union: **ETFO (TEACHING)** _____ **ETFO (NON-TEACHING)** _____

I am requesting permission to be absent from my regular duties on the following date(s) for the following reasons:

First Day of Leave: _____ Last Day of Leave: _____

Total # of Days Requested: _____

Reason for Leave: (Please be specific) _____

During my Leave: I wish to continue my Ontario Teachers' Pension Plan (OTPP) contributions.

Please check one box: Yes No N/A

Attach Supporting Documentation and Information on Extenuating Circumstances (e.g. proof of travel plans, community service, etc.)

I understand this request must be approved by the Board and that it may be granted without pay. **The salary deduction will occur on the next regularly scheduled pay.** Please submit to your Principal/Immediate Supervisor for authorization.

Section B: To be completed by Principal

Please note your concerns this leave may have on affecting programming or student needs. Please note any potential contributions to the school, students and/or community.

Authorized Signature: _____

Title: _____ Date: _____

Section C: To be completed by the Board

Approved with Pay _____ Approved without Pay _____ Denied _____

Instructional letter including any conditions or limitations attached: Yes _____ No _____

Authorized Signature: _____

Title: _____ Date: _____