

EMPLOYEE FIRST NAME:

LAST NAME

EMPLOYEE #

School District No. 52 (Prince Rupert)
LEAVE OF ABSENCE FORM

(REQUIRED when requesting leave from assigned position other than for Professional Development)

DATE: SCHOOL/SITE: POSITION:

Permission is requested for a leave of absence for Total days absent: OR Total Hours Absent:

Date(s) of Absence:

LEAVE TYPE

PLEASE CHECK APPROPRIATE BOX

PRDTU

Short Term:

- Bereavement or funeral Leave (details required)
Board Discretionary
Compensatory - Stat Holiday for part-time teacher
Curriculum based / District Initiated (details required)
Illness of a family member (details required)
Jury Duty (details required)
Other (e.g extra-curricular, details required)
Personal Leave (details required)
Sick
Union Business
Village Leave
Cultural Leave for Aboriginal Employees
Employment Standards Act Leaves

Long Term

- Annual / General Leave (details required)
Child Raising Leave (details required)
Maternity / Pregnancy Leave (details required)
Other (details required)
Parental Leave (details required)
Partial Leave (details required)
Temporary Principal/Vice Principal Leave
Compassionate Care Leave

LEAVE DETAILS (where required, see above):
SUB REQUIRED: YES NO
DATES:
CHARGE TO:

Form must be received at the Board Office ONE WEEK PRIOR TO LEAVE (Bereavement, Sick & Family Illness excepted);

APPLICANT SIGNATURE
SUPERVISOR SIGNATURE (acknowledgement of leave request)
APPROVAL GRANTED: YES NO
DATE: SIGNATURE

NOTE: PLEASE NOTIFY SCHOOL BOARD (624-6717) IF YOU CANCEL OR DO NOT ATTEND YOUR APPROVED ACTIVITY

A COPY OF THE APPROVED FORM WILL BE RETURNED TO THE APPLICANT

Revised February 2022