

UNBC Leave Form for Salaried Employees

Supervisors must ensure that forms are completed, signed and forwarded to Human Resources for retention.

ACADEMIC SERVICES CUPE DIRECTORS & EXECUTIVE EXEMPT FACULTY STUDENTS

EMPLOYEE NO:	EMPLOYEE NAME (Please Print):
DEPT/PROGRAM:	ORIGINAL DATES : CHANGE TO ORIGINAL DATES:
POSITION:	IF CHANGE INDICATE ORIGINAL DATES:
Full Time Part Time	If Part Time please provide schedule hours per day: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>

FIRST DAY OFF (mm/dd/yr)	LAST DAY OFF (mm/dd/yr)	NO. OF HOURS

If there is a break in days off requested please submit separate leave forms for each separate absence.

REASON FOR LEAVE	
Vacation	
Banked Time	
Sick Leave: <i>(Physician's certificate required if greater than five days)</i> Appointments: Medical Dental	
Illness in the Family <i>(explanation required below)</i> Indicate relationship:	
Family Responsibility Leave <i>(CUPE Unpaid Leave)</i> Indicate relationship:	
General Leave without Pay	
Leave for Union Activities - Bill Union: No Yes - CUPE President's Initials <input style="width: 50px;" type="text"/>	
Pallbearer and Mourner's Leave	
Bereavement/Compassionate Leave : Indicate relationship:	
Leave for Serious Fire/Flood	
Leave for Court Appearances <i>(Please attach court summons / subpoena)</i>	
Maternity/Parental Leave <i>(Appointment required with Human Resources)</i>	
Work Related Illness/Injury: WCB form 7 must be completed by supervisor immediately.	
Special Leave with Pay: Indicate Article No:	

EXPLANATION (If Applicable):

EMPLOYEE'S SIGNATURE:	DATE SIGNED:
SUPERVISOR'S SIGNATURE: Acting: PLEASE PRINT NAME:	DATE SIGNED:

I verify the employee has the time available to take the requested leave.

This form is online fillable. Once fillable form is completed, please print it for signatures and submit original to Human Resources. Supervisor/Employee to take copies as needed.