



Team Name: Human Resources	Reference Number: ORG.1510.PL.014
Team Lead: VP - Human Resources	Program Area: Human Resources
Approved by: VP - Human Resources	Policy Section: General
Issue Date: April 18, 2016	Subject: Request for Leave
Review Date:	
Revision Date: March 20, 2017	

**POLICY SUBJECT:**

Request for Leave

**BOARD POLICY REFERENCE:**

Executive Limitations (EL3) Treatment of Staff

**POLICY:**

Requests for leave from the employee's place of work (with the exception of statutory holidays, leave of absence for the purpose of voting in Municipal, Provincial or Federal elections, and absence to attend to Southern Health-Santé Sud business not of an educational or convention nature) must be requested and authorized on a Request for Leave form (ORG.1510.PL.014.FORM.01).

All requests for leave should be submitted four weeks prior to the date on which such leave would normally commence, except under the following circumstances:

- in the case of where a policy on a specific type of leave requires less or more than ten working days prior notification of such leave of absence;
- in cases as determined by the employee's immediate supervisor where it would not be reasonable or possible to provide ten working days prior notification of such leave of absence.

The Request for Leave form (ORG.1510.PL.014.FORM.01) must be submitted to the Payroll Department with all copies intact following recommendation, rejection or approval by the employee's immediate supervisor.

Failure to comply with this policy may result in a forfeiture of pay by the employee for any and all periods of unauthorized leave of absence.

**PROCEDURE:**

All requests for leave shall be requested on the Request for Leave form (ORG.1510.PL.014.FORM.01) as outlined above.

Following completion of the Request for Leave form, the employee shall submit such request to their immediate supervisor for approval, recommendation or rejection. The employee's immediate supervisor shall review and recommend, reject or approve the request for leave and forward the Request for Leave form to the Payroll Department.

Copy 1 – Original - This copy of the Request for Leave form shall be retained in the employee's personnel file.

Copy 2 - This copy of the Request for Leave form is forwarded to the employee as their personal copy.

Copy 3 - This copy of the Request for Leave form will be forwarded as follows:

- In the case of educational leave where there is no financial assistance provided, to the Staff Development Department.
  
- In the case of educational leave where there is financial assistance provided, to the Finance Department, in which case a photocopy of the Request

**SUPPORTING DOCUMENTS:**

[ORG.1510.PL.014.FORM.01](#) Request for Leave Form