



USW LEAVE APPLICATION

PART 1 EMPLOYEE DATA Department: TRANSPORTATION CUSTODIAL OPERATIONS

Name: _____ Employee #: _____ Site/School: _____

Position: _____ Assigned Route #: _____ Assigned Posted Hours: _____

Permission is requested to be absent from my regular duties for the following:

Dates: _____ Inclusive _____ Working day(s) or _____ Hour(s)

Indicate Time Affected: _____ to _____ (am/pm)

FOR THE PURPOSE OF (please check one):

- VACATION:** Article VIII
 - VIII (p) (5 days allowed)
 - VIII (p) (10 days allowed)
- ILLNESS:** Article IX, Section 4(b)
 - Medical Appointment
 - Family Illness 4(c) _____
- Personal Leave:** Article IX Section 8 (5 days maximum per year)

- JURY:** Article IX, Section 3 (Attach copy of subpoena)
- BEREAVEMENT:** Article IX, Section 2, Relationship to deceased: _____
Relationship _____
- USW:** Article IX, Section 1
 - Labour Mgmt. (Employer Paid)
 - USW Business (Union Paid)
 - Committee Name: _____

GENERAL LEAVE: Article IX, Section 5(e)

*Documentation/Explanation Required

GENERAL LEAVE – CASUALS only (10 days/school year)

*Documentation/Explanation Required

OVERTIME: Article XII, Section 4(b)

*Reason: _____

Employee Signature _____ (DD/MM/YY)

PART 2 SUPERVISOR WITH PAY WITHOUT PAY BANKED O/T

Supervisor signature indicates knowledge of this request and that this leave would not cause an unreasonable disruption to department operations.

Comments: _____

Signature _____ Position _____ (DD/MM/YY)

Original to USW Payroll ~ Copy to Employee ~ SDS ~ Yearly Time Card

PART 3 PAYROLL WITH PAY WITHOUT PAY

USW Payroll initials indicate that the employee has the requested leave time available in their accrual bank(s) _____

Original to USW HR ~ Copy with Payroll

PART 4 HUMAN RESOURCES APPROVAL: Yes No

The employee has not exhausted the leave entitlements in accordance with the USW Collective Agreement.

Comments: _____

Signature (Nicole Brown) _____ HR Manager _____ Position _____ Date _____

IF DENIED Copy to Department/Employee ~ Original to Personnel File