



Long Term Leave of Absence Request ADTU Employees

Submit completed and signed request form to the Human Resources Department by email (pklover@sd70.bc.ca), fax (250-723-0318) or hard copy. Only leaves requested, using this form, shall be considered.

Employee Name:	Work Location:
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Leave Requested Under the Following Article:

- Part-Time Leave (C.22). **By April 15.** Leave requested for _____ FTE
- Leave for Compassionate Care (G.2). Maximum 8 weeks.
- Leave for Elected Office and Community Service (G.25)
- Maternity Leave (G.29). Four weeks notice required.
- Parental Leave (G.30). Four weeks notice required.
- Extended Maternity/Parental Leave (G.31). Directly following Maternity/Parental leave. Four weeks notice required prior to start of term mid-year and by **May 31** for September 1st start. Maximum 20 months. May be extended by a further 10 months. Must be taken consecutively.
- Parenthood Leave (G.32). Four weeks notice required prior to start of term mid-year and by **May 31** for September 1st start. Maximum 10 months. May be extended by a further 20 months. Must be taken consecutively.
- Paternity Leave (G.33). Maximum 10 days.
- Adoption Leave (G.34). Maximum 10 days.
- Exchange Leave (G.35). 1 year leave.
- Long Term Leave of Absence (non-medical) (G.38). Four weeks notice required prior to start of term mid-year and by **May 31** for September 1st start.
- Extended Sick Leave (over 20 days) *Please note a follow up Extended Medical Leave Form will be sent when requesting this leave.*

Dates Requested			
From:		To:	
Employee Signature:		Date:	
<i>HR Use Only</i>	Date Received:	Initials:	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>