

# ADTU

## SHORT TERM LEAVE OF ABSENCE/SUBSTITUTE EMPLOYEE PLEASE COMPLETE SECTIONS A, B & D

### A EMPLOYEE REQUESTING LEAVE OF ABSENCE

NAME: \_\_\_\_\_

SCHOOL /LOCATION: \_\_\_\_\_

GRADE/SUBJECT: \_\_\_\_\_

DATE(S) ABSENT: \_\_\_\_\_

AM HOURS: \_\_\_\_\_

PM HOURS: \_\_\_\_\_

ALL DAY \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### B SUBSTITUTE EMPLOYEE REQUIREMENTS

SUBSTITUTE IS REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, DATE OR PERIOD: \_\_\_\_\_

AM HOURS: \_\_\_\_\_

PM HOURS: \_\_\_\_\_

ALL DAY HRS: \_\_\_\_\_

HAS THIS INFORMATION BEEN PHONED INTO THE  
DISPATCH SYSTEM? Yes \_\_\_\_\_ No \_\_\_\_\_ (720-2786)

### C CONFIRMATION OF REQUEST

SIGNATURE: \_\_\_\_\_

(PRINCIPAL/SUPERVISOR/DESIGNATE)

DATE: \_\_\_\_\_

### D EMPLOYEES MUST ENSURE THE SPECIFIED LEAVE IS AVAILABLE.

**IF UNAVAILABLE, LEAVE WILL BE CHARGED AS LEAVE WITHOUT PAY.**

- Bereavement (G.4)
- Co Curricular
- Competition ( G.36)
- Discretionary (G.28)
- Educational Short Term (G.22)
- Emergency Services (B.33)
- Extra Curricular
- Family Illness (G.23)
- Family Responsibility (G.3)
- Health Care (G. 37)
- Jury Duty (G. 21)
- Leave for Union Business (A. 21 ) (ADTU)
- Leave for Union Business (A. 21 ) (BCTF)
- Leave for Union Business (G.6)
- Other - Short Term (G. 24)
- Sick (G. 20)
- Teacher in Charge (B. 29)
- TTOC Conducting Union Business (G. 7)
- TTOC Bargaining (G. 8 )
- Other (Describe below)

### BOARD OFFICE APPROVAL

WITH PAY

WITHOUT PAY

LESS COST OF SUBSTITUTE

CHARGE TO SICK LEAVE

CHARGE CODE:

\_\_\_\_\_

(SUPERINTENDENT/DESIGNATE)

DATE: \_\_\_\_\_


**FAX TO : 723-2567**