



Wild Rose Public Schools

Support Staff Leave of Absence Without Pay Request
(for 6 days or more)

Please refer to Administrative Procedure 406

2.1 All requests for leaves of absence without pay for less than 6 days may be granted by the employee's supervisor. The supervisor shall report all approved leaves in writing (via timesheets) to the Division Education Centre.

Employee Information

Employee Name:

Position:

Location:

Details of leave request

From Date:

To Date:

Return to Work Date:

Please provide your reason for requesting a Leave of Absence Without Pay and how it will benefit both you and the school division:

I wish to continue my health benefits at my cost during this leave*

Yes No

**To continue benefits, application must be received by ASEBP prior to the leave commencing.*

If "no", benefits terminate on your last active day at work and recommence on your return date.

Signatures:

Employee Signature

Date

Supervisor Signature of Support

Date

Associate Superintendent - Corporate Services

Date

FORWARD TO HUMAN RESOURCES PRIOR TO LEAVE COMMENCING