

**LLOYDMINSTER SCHOOL DIVISION #99  
NON-TEACHING LEAVE FORM**

TO BE COMPLETED IN ADVANCE OF THE DATE LEAVE IS REQUESTED (or immediately upon returning to work).

**PART A:**

**Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Absent from:** \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ day(s) or \_\_\_\_\_ hr(s).  
(date) (date)

The reason for my absence was/will be: (please check):

<input type="checkbox"/> 1. COMPASSIONATE LEAVE: (SSLSS Section 1) <input type="checkbox"/> Family <input type="checkbox"/> Friend or Colleague Name/Relationship: _____	<input type="checkbox"/> 5. SICK LEAVE: (Not to include family members) <input type="checkbox"/> Illness <input type="checkbox"/> Optical <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Extended Medical
<input type="checkbox"/> 2. SPECIAL LEAVE: (SSLSS Section 2) <input type="checkbox"/> Medical Appointment (Spouse or Child. Provide information in the section below) <input type="checkbox"/> Aging Parent Care <input type="checkbox"/> Personal Day (With Pay) <input type="checkbox"/> Other	<input type="checkbox"/> 6. VACATION: (SSLSS Section 6)
<input type="checkbox"/> 3. PATERNITY/ADOPTION LEAVE: (SSLSS Section 3)	<input type="checkbox"/> 7. SCHOOL BUSINESS: <input type="checkbox"/> Field Trip <input type="checkbox"/> In-service <input type="checkbox"/> Other: _____
<input type="checkbox"/> 4. PERSONAL LEAVE WITHOUT PAY (SSLSS Section 4.1)	

**Please provide sufficient information (Sec. 1, 2, 7) to support your request for leave.** If the leave is needed to provide assistance to a family member, please identify the individual by name, relationship, location and explain briefly the need for assistance.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B** (completed after Principal/Supervisor approval):

**Supervisor's Signature** : \_\_\_\_\_  Approve  Pending Time Available

The Supervisor's signature indicates that the absence meets with the operational requirements of the school/department.

\_\_\_\_\_ was/will be employed for a total of \_\_\_\_\_ day(s) or \_\_\_\_\_ hr(s).  
(Name of Substitute)

**PART C:** Central Office Action:  Approved  With pay  Without pay  Other  Not Approved

**Authorization:** \_\_\_\_\_  
(Director or Designate)

**Process:**

1. Staff Member: complete PART A and submit to the Principal or Supervisor for approval.
2. Principal/Supervisor: completes PART B as required and forward without delay to the Payroll Dept at Central Office.  
*If name of substitute is not known at the time of completion insert "Pending" and notify [elaine.behm@lpsd.ca](mailto:elaine.behm@lpsd.ca) once known*
3. Central Office: return copy of request to staff member upon completion.  
(Revised Novmeber 2008)

**Completion Process:**

*Part A- To be completed by employee requesting leave  
Submit to Principal or Supervisor for approval*

*Part B- To be completed by Principal or Supervisor  
If leave is approved, substitute to be engaged as required Submit signed form  
to the Accounting Department at Central Office*

*Part C - Completed by Director or designate  
Employee notified of status by return copy*

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I. Leave Request Forms must be **completed and submitted** in a **timely** manner.

"Timely" being defined for these purposes as:

- i) on the day the request is made by a teacher or support staff member in the case where the date of the requested leave date is known in advance.
- ii) on the first day the employee is back to work in the case of a sick leave absence.

Central office staff should not have to call repeatedly to obtain leave forms after the leave has been taken.

II. **If, at the time the Leave Request Form is completed, a sub has not been arranged, it should be remitted indicating that sub arrangements are pending.** Once the sub is arranged e-mail the name to the payroll department ([elaine.behm@lpsd.ca](mailto:elaine.behm@lpsd.ca)) and the information will be added to the form.

III. Forms must be accurate and complete. Approval decisions may only be made based on information provided.

Complete and timely information will enable timely and accurate payroll for all. Incomplete information for a single employee may delay payroll disbursements for the entire staff.

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