



## Teachers' Holy Day Leave Application

Please complete this form in full and submit directly to Human Resource Services for approval giving as much notice as possible. Collective Agreement Clause G.3 – Professional and Personal Leave provides:

Teachers who wish to apply for professional or personal leave, except where this leave may be granted by a principal, must submit their request in writing to the Human Resource Services Department giving as much notice as possible. If time does not allow advance notice, teachers are advised to contact their principal immediately for approval to be absent, followed by a written request.

<b>Name</b>	
<b>Employee #</b>	
<b>School</b>	
<b>Teacher's Signature</b>	
<b>Date</b>	

Date Requested		
Year	Month	Day

Type of Leave	Contract Clause	TOC Code	Pay Code
Observance of a Holy Day (Maximum of 1 day per year)	G.3.4.(a)(i)		

Name of holy day observed: \_\_\_\_\_

Name of religion the holy day relates to: \_\_\_\_\_

Whether observance of the holy day is in accordance with sincerely held beliefs: \_\_\_\_\_

Optional Information, e.g. whether employee has previously received holy day leave with pay:  
\_\_\_\_\_

Human Resource Approval		Date:
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Once your leave is approved, it is your responsibility to enter your absence into ADS (*Automated Dispatch System*).