



CUPE LOCAL 382 Application for Absence from Work

Please complete this form and attach to timesheet. Prior verbal approval from supervisor is required.
 Please note that approved absences are not intended to be taken in conjunction with any other absence provided within the current collective agreement. Further, it is not intended that this absence will supersede any previously approved and scheduled, paid or unpaid, absence. Exceptions may be considered by the Director of Human Resource Services.

Employee Name: _____ **Employee No.** _____
 (Please print)

Employee Signature: _____

Please check type of absence requested.			
Type of Leave	Article	Dates Required	Time Required
<input type="checkbox"/> Long Service	21.06		
<input type="checkbox"/> General – Personal*	24.02 (i)		
<input type="checkbox"/> Medical (sick) or injury	24.01		
<input type="checkbox"/> Union Business (Union Board)	24.03		
<input type="checkbox"/> Bereavement*	24.04		
<input type="checkbox"/> Jury Duty	24.05		
<input type="checkbox"/> Educational	24.06		
<input type="checkbox"/> Maternity	24.07 (i) & (ii)		
<input type="checkbox"/> Paternity Leave	24.07 (viii)		
<input type="checkbox"/> Parental/Adoption Leave	24.07 (iii), (iv), (v), (vi) & (vii)		
<input type="checkbox"/> Family (emergency)*	24.08		
<input type="checkbox"/> Medical/Dental Appointments			
*Reason for Application: _____ (Specify relationship where applicable) _____			

Department/School:	Date:
Supervisor Signature: <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	Date:
Human Resource Services Signature: <input type="checkbox"/> Agree <input type="checkbox"/> Disagree	Date:

The information on this form is required to process your application for leave and will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information may be directed to the Director, Human Resource Services, 556 Boleskine Road, Victoria, B.C. V8W 1E8, telephone 250-475-4191.

For more information, see next page

Please note the following points. They are critical to maintaining **benefit coverage** during periods of extended leave (excluding long service leave).

- The Payroll Office must be contacted prior to the commencement of any approved absence of one month's duration or more.
- It is your responsibility for the full payment of fringe benefits covering approved absence periods. The Payroll Office will calculate the value of the benefit premiums and provide you with an invoice.
- Payment may be made in full or, by arrangement with the Accounts Department, with post dated cheques. If payment has not been received by the Accounts Department prior to the invoice payment date, benefits will be terminated. **There will be no second notice.**
- Group Life Insurance is a condition of employment. In accordance with the collective agreement, this benefit must be maintained.
- If you elect to cancel your Medical, Dental, Extended Health and Optional Life Insurance, you may do so. However, when you return to work the reinstatement of these benefits will be at the discretion of the individual carriers.
- Please note that benefit carriers have the right to cancel coverage if an approved absence extends beyond six months. This may apply to your life insurance, dental and or Extended Health coverage.

Clarification of these points can be requested of Clara Griffin, the Benefits Specialist in the Payroll Office at 250.475.4201.