

GRAND ERIE DISTRICT SCHOOL BOARD

Request for Leave of Absence, Notice of Resignation or Retirement

Name _____ Position _____

School/Department _____

LEAVE REQUEST

Application for:

☐ **Leave of Absence**

from _____ to _____
(inclusive dates for 2 or more day absences)

Full ☐ Part-time ☐ Leave FTE _____

Request pursuant to Collective Agreement Article Number _____ (if applicable)

- ☐ Absence with pay
☐ Absence without pay

Reason for Leave :

☐ **Pregnancy Leave** - 17 weeks (attach doctor's certificate with estimated due date)

from _____ to _____
(inclusive dates)

☐ **Parental Leave** - up to 63 weeks

from _____ to _____
(inclusive dates)

☐ **Other *Employment Standards Act* (ESA) Leave** (ie Family Medical Leave, Critical Illness Leave, etc)

Name of ESA Leave being requested: _____
from _____ to _____
(inclusive dates)

RESIGNATION/RETIREMENT

Notice of:

☐ **Resignation**

☐ **Retirement**

as of _____
(last day worked)

Note: Teachers resigning/retiring at the end of June are required to give notice on or before May 31. For an effective date at the end of December, notice is required on or before November 30. Any other date requires mutual consent.

Additional information:

Signature of Employee: _____ **Date:** _____

To be completed by Supervisor/Principal: I acknowledge this request: ☐ Substitute required: Yes ☐ No ☐

Additional information to be considered: _____

Signature of Supervisor/Principal: _____ Date: _____

To be completed by Human Resources Services:

- ☐ Absence With Pay _____
☐ Absence Without Pay _____
☐ Denied _____

Final Approval: _____ **Date:** _____

Copy to: Employee Principal/Supervisor Personnel File