

LEAVE/ABSENCE INFORMATION FORM

Note: Some types of leave or absence require that employees provide advance notice or secure prior approval. This form may be used to confirm these details. (This form is not to be used for requesting unpaid leave. Another form is available for this purpose.)

EMPLOYEE'S NAME: _____ LOCATION : _____

NUMBER OF DAYS OF EXPECTED LEAVE/ABSENCE: _____

DATES OF EXPECTED LEAVE/ABSENCE: _____

COLLECTIVE AGREEMENT SECTION NUMBER: _____

TYPE OF LEAVE (from Collective Agreement): _____

ADDITIONAL COMMENTS: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

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