



# Facility Services

## REQUEST FOR TIME OFF FORM

### SEIU Operations & Maintenance Employees

This form is required when making a request for **paid** time off work. This form is not intended for requesting time off for any other leaves (e.g. pregnancy/parental/paternity leave, injury/illness leave, family medical leave or Union business leave). For these leaves employees must complete a HR *Request for Leave of Absence* form.

This form must be completed in full and submitted to your Supervisor for approval prior to taking time off, where possible, in accordance with the terms and conditions outlined by the SEIU Local 2 Operations & Maintenance Collective Agreement. **Requests for time off must be submitted at least 5 working days before the requested time off date**, with the exception of Bereavement leave and Personal leave days.

<i>Employee Name</i>	<i>Employee Number</i>
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<b>1</b>	<b>REASON FOR TIME OFF</b>
<i>Please check (X) one.</i>	
Time off in Lieu of Overtime (Article 14.01(b))	Jury Duty <sup>1</sup> (Article 25.04)
Doctor/Dentist Appointment (Article 22.01 (f))	Personal Leave Day (Article 25.02)
Bereavement Leave (Article 25.05)	Banked Snow Day <sup>2</sup> (Article 21.07)

<b>2</b>	<b>DATE(S) REQUESTED</b>
<i>List date(s). For doctor/dentist appointment specify the time and estimated duration of the appointment.</i>	

<b>3</b>	<b>VACATION CHANGE REQUEST<sup>3</sup></b>
<i>Original approved vacation date(s)</i>	<i>Proposed vacation date(s)</i>
<i>Reason for change of vacation time</i>	

<b>4</b>	<b>AUTHORIZATION AND SIGNATURES</b>
<i>Employee Signature</i>	<i>Date</i>
<i>Supervisor Name</i>	<i>Date</i>
<i>Supervisor Signature</i>	

<sup>1</sup> Upon completion of this form, supported by a copy of the subpoena or summons, an employee shall be granted a paid leave at their hourly rate. Employee will be required to sign over court cheque for deposit by University.

<sup>2</sup> Banked snow day(s) must be scheduled and taken no later than April 30.

<sup>3</sup> Variations to the posted vacation schedule will only be permitted under extenuating circumstances and approved by the AVP Facility Services. Changes to pre-approved vacation must be submitted no less than 5 working days before the requested time off date.