

# Leave Request



Human Resource Secretariat

NAME \_\_\_\_\_  
(Please print)

DEPARTMENT \_\_\_\_\_

DIVISION/SECTION \_\_\_\_\_

Approval is requested for leave as indicated below:

Date: \_\_\_\_\_ or for the period \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_.

Number of total leave hours requested: \_\_\_\_\_ Indicate Time of Day Taken: \_\_\_\_\_

**PLEASE TICK APPROPRIATE BLOCK:**

**EARNED LEAVE**

- Sick Leave
- Annual Leave
- Paid Leave
- Time off in Lieu (TOIL)
- Other (specify) \_\_\_\_\_

**LEAVE WITH PAY**

- Educational Leave
- Jury Duty/Court Leave
- Injury on Duty Leave
- Bereavement Leave - *give relationship of deceased:* \_\_\_\_\_
- Family Responsibility Leave - *Provide /attach details:*  
\_\_\_\_\_  
\_\_\_\_\_

**LEAVE WITHOUT PAY**

Please refer to instructions for important information on Continuation of Insurance & Buy Back of Service

- Maternity/Parental/Adoption Leave
- Educational Leave Unpaid
- Unpaid Leave (No appropriate earned leave remaining)
- Other – *Provide/Attach details*  
\_\_\_\_\_

- Other – Provide/ Attach Details  
\_\_\_\_\_

**BALANCE – Subject to Audit (For completion by Timekeeper prior to employee signing)**

Annual Leave	_____ hours	TOIL	_____ hours	Other (specify)	_____	_____ hours
Paid Leave	_____ hours	MTOIL	_____ hours			
Sick Leave	_____ hours	Family Resp. Leave	_____ hours			

I verify leave balance per applicable absence management system as stated above:

\_\_\_\_\_  
Timekeeper's Signature

\_\_\_\_\_  
Date

*Note:* Leave accumulated and usage of leave must be in accordance with the various Collective Agreements and Human Resource Policies (this includes the 20 year sick leave policy as per relevant Articles in the various Collective Agreements). Employees are responsible to ensure all requests meet the criteria for leave as outlined in the various Collective Agreements and Human Resource Policies. Employees should retain a copy of all approved Leave Request forms to aid in reconciliation of available balances. Clerical errors in the recording of Leave Request forms can impact balances.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Leave approved by: \_\_\_\_\_  
Signature Title Date

Under the authority of the **Financial Administration Act**, personal information will be collected for the purpose of processing requests. Your personal information is protected by the Access to Information and Protection of Privacy Act and will not be disclosed without consent or authorization. Any questions or comments can be directed to the HRS Service Centre Specialists at 729-7690, 1-888-729-7690 or [HRSServiceCentre@gov.nl.ca](mailto:HRSServiceCentre@gov.nl.ca)

## **LEAVE REQUEST FORM (HRS-1102-01) INSTRUCTIONS:**

A copy of this form can be found on the Public Service Network site (<http://www.intranet.gov.nl.ca/docs/default.asp>) or by contacting the HRS Service Centre. If you have any questions about the completion of this form, please contact the HRS Service Centre.

### **EMPLOYEE:**

Employees are responsible for submitting their leave requests to their Timekeeper who will complete the relevant leave type balance section of the *Leave Request* form prior to signing and submitting for approval. Clerical errors and delays in the recording of *Leave Request* forms can impact balances. Employees should reconcile the balances to their records and contact the HRS Service Centre immediately if errors other than delays in the recording of leave are noted. Where possible leave should be requested and approved prior to the employee taking it.

Employees requesting a partial day or a partial period over several days must indicate the time of day taken (e.g. 1:30 pm to 4:30 pm). In all cases, the total leave hours requested (e.g. 3 hours) is to be completed.

Leave Type Eligibility: Employees should consult their applicable Collective Agreement and/or Human Resource Policies [http://www.exec.gov.nl.ca/exec/pss/working\\_with\\_us/policies.html#4g](http://www.exec.gov.nl.ca/exec/pss/working_with_us/policies.html#4g) to determine their leave type eligibility. As well, the HRS Service Centre can be contacted.

### **TIMEKEEPER:**

It is the Timekeeper's responsibility to complete the relevant leave type balance, and sign and date the form prior to the form being signed by the employee and submitted for approval.

### **APPROVER (SUPERVISOR, MANAGER, ETC):**

Approver's should ensure all signatures and details are in place including the balance section prior to approval of requested leave and that the leave request is in accordance with the employee's Collective Agreement and/or Human Resources Policies; under no circumstances should leave be approved that will lead to an overdrawn situation. Leave requested and approved in advance (i.e. approved in April not taken until August) should be checked by the approver again prior to the employee taking the leave to ensure sufficient leave remains.

The *Leave Request* form must be approved by the immediate supervisor or more senior staff (e.g. an employee by the Supervisor, Supervisor by Manager, Manager by Director, Director by ADM, ADM by DM and DM by Minister). Under no circumstance can an employee approve his/her own leave.

### **CONTINUATION OF INSURANCE**

While you are on certain types of leave without pay you are able to continue your insurance. The Group Insurance Continuation form should be completed and forwarded to the HRS Service Centre or your payroll office at least 30 days prior to commencing leave. Failure to submit will result in cancellation of group insurance coverage. The form can be found on the Public Service Network site (<http://www.intranet.gov.nl.ca/docs/forms/admin/default.asp>) or by contacting the HRS Service Centre.

### **BUY BACK OF SERVICE**

Employees on an authorized leave of absence without pay may have that period credited as pensionable service upon paying the contributions required under their plan. Provided a request to purchase is received by the Pension and Group Insurance Administration Division within 90 days of returning from leave, the cost will be based on the leaving salary and would essentially be what would have been paid had the leave not occurred. The employer is obligated to match this. If the request is received after 90 days the cost is based on actuarial values using a current salary, and the plan member must pay the full cost as the employer is not obligated to match. Employees should contact the HRS Service Centre as soon as possible on returning from leave so the process can be initiated in time to meet this deadline.

**Employees who are enrolled in LTD (long term disability) will need to provide proof of the purchase of pension service that may reduce LTD premiums. Premiums will only be adjusted when the plan administrator has been notified and received verification despite the date the purchase may have occurred. [groupinsurance@gov.nl.ca](mailto:groupinsurance@gov.nl.ca) Phone 729-2310 or 1.888.729.7690 or Fax 709.729.7167**

### **Contact Information:**

**HRS Service Centre**

**E-mail:** [HRSServiceCentre@gov.nl.ca](mailto:HRSServiceCentre@gov.nl.ca)

**Phone:** 729-7690 or 1-888-729-7690