



## Request for Leave of Absence Completion Instructions

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### 1.0 Purpose

- 1.1 The purpose of this instruction is to clearly identify the steps required to effectively process a request for a Leave of Absence related to Policy 39 - Leaves of Absence for Staff Members.

### 2.0 Scope

- 2.1 The Staff Leave of Absence Request form is to be utilized to request a Leave of Absence as outlined in Policy 39 for:
  - 2.1.1 Unpaid Leave of Absence – Less than 4 months
    - 2.1.1.1 This leave of absence type would include reporting approved unpaid days off such as, vacation time or additional time off for temporary employees with a period of employment of less than 1 year.
  - 2.1.2 Unpaid Leave of Absence – 4 to 12 months
  - 2.1.3 Paid Study Leave of Absence

### 3.0 Roles & Responsibilities

- 3.1 The Applicant shall:
  - 3.1.1 Complete the Leave Of Absence Request form in a timely and comprehensive manner.
  - 3.1.2 Obtain the required signatures.
  - 3.1.3 Send the original required documentation to Human Resources, Administration in a timely manner once the required approval signatures have been obtained.
- 3.2 The Manager/Department shall:
  - 3.2.1 Review the request and if approved ensure all applicable signatures are provided.
  - 3.2.2 Ensure the applicant/requestor understands the implications the leave may have for his/her benefits, pension, vacation entitlement and length of service.

**Note:** Contact Human Resources at extension 35935 or [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) for further information.

- 3.3 Human Resources shall:

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- 3.3.1 Review and validate the information captured on the Leave of Absence Request form. If information is missing Human Resources will be responsible to send the form back and request the missing information.

**Note:** If information is missing, this will affect the timely processing of the request.

- 3.3.2 Process the approved Leave of Absence in myHRinfo.

### 4.0 Terms and Definitions

Term	Definition
Unpaid Leave of Absence	A staff member may request approval for an unpaid leave of absence. There must be an expectation that the staff member will return to the university at the end of the requested unpaid leave. Normally, the duration of the leave will not exceed 12 months. Pension and benefits implications should be reviewed with Human Resources before an unpaid leave of absence is requested. <i>During an unpaid leave of absence, the employee is not performing work in any capacity for the University and does not receive any payment during this period of time. Please refer to Policy 39 for full details.</i>
Paid Study Leave of Absence	A Study leave is defined as a leave of longer durations that the usual conference or short course, which may be attended by a staff member with the approval of her/his department head. Requests will be judged based on the ultimate benefit to the University. The Vice-President, Academic & Provost must give final approval to the terms and conditions of the paid study leave.
Employee ID (if known)	An individual who has previously worked with UW will have a 6-digit identification number assigned. If the individual is a new employee, or if the previous number is unknown, leave blank.

### 5.0 Instructions

- 5.1 Complete the Employee Information Section:
  - 5.1.1 Complete the Last Name and First Name.
  - 5.1.2 Complete the department name.
  - 5.1.3 Complete the Employee ID (if known).

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5.2 Complete the Type of Leave of Absence Section:

5.2.1 Check the box to indicate the Type of Leave of absence requested.

5.2.1.1 If the Type of Leave is an *Unpaid Leave of Absence* complete the following:

- Less than 4 months duration or;
- 4 to 12 months duration.

5.2.1.2 If the Type of Leave is a *Paid Study Leave of Absence* complete the following:

- Paid study leave;
- Unpaid study leave

5.2.2 Complete the Additional details as necessary.

5.3 Complete the Duration Section:

5.3.1 Enter the Leave Begin Date, the Last Day Worked as well as the date of the Expected Return to Work.

5.3.2 Sign and date the request form.

**Note:** Benefit coverage must be maintained and therefore the requestor may need to make contributions. There is an option of contributing to the pension plan while on leave. Ensure that all pension and benefit implications are understood before submitting the request.

Contact Human Resources at extension 35935 or [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) for further information.

5.4 Complete the Approvals section:

5.4.1 Obtain the signature of the Manager.

5.4.2 Obtain the signature of the Department Head.

5.4.3 Obtain the signature of the Senior Administrative Officer if the Unpaid Leave of Absence is 4 months or longer.

5.4.4 Obtain the signature of the Vice-President, Academic & Provost if the requested Leave of Absence is for a Paid Study Leave.

5.5 Submit the completed request to Human Resources, Administration for processing **prior to the leave begin date.**

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### 6.0 Forms & Records

6.1 [Staff Leave of Absence Request – HRAD-FR-009](#)

### 7.0 References

7.1 [Policy 39 - Leaves of Absence for Staff Members](#)

### 8.0 Revision History

Revision Level	Description of Change	Date	Approved By
0	Documentation creation	6-27-14	Shona Dunseith
1	Documentation revision	12-06-18	Joan Kennedy

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