



DZAWADA'ENUXW FIRST NATION

Request for leave of absence from regular duties.

Request for leave form must be filled out a week or more in advance, holidays should be requested well ahead in advance. Read and understand the Personnel Policies.

DATE: _____

Name: _____

DEPT.: _____

Employee Status: Permanent: _____ Probationary: _____ Temporary: _____

1. TYPE OF LEAVE REQUESTED

- A. Vacation _____
- B. Medical/Sick Self _____
- C. Extended Medical Leave _____
- D. Family Leave _____
- E. Compassionate Leave _____
- F. Cultural Leave _____
- G. Funerals/Preparation _____

- H. Bereavement Leave _____
- I. Maternity / Adoption/Parental _____
- J. Time Off/ Lieu of O/T _____
- K. Staff development _____
- L. Stat Holiday (in-lieu) _____
- M. Meetings _____
- N. Court Leave (subpoenaed) _____
- O. Other _____

2. Reason for leave: _____

3. For staff development/meeting leave, name, title of workshop, course, place, etc. _____

4. Actual dates (including travel) involved: _____

5. Hrs Requested _____ 6. With pay? _____ Without pay? _____

7. How will services you provide be covered? _____
Replacement if required must be authorized by the Band Administrator.

8. Staff signature: _____

Leave approved by: A. Department Head: _____

Date: _____ B. Band Administrator: _____

(for Band Manager) C. Chair/Councillor: _____

With pay: _____ Without pay: _____

Additional comments if any: _____

PLEASE GIVE A COPY TO THE FINANCE DEPARTMENT