

LEAVES OF ABSENCE REQUESTS

Employees will be able to request all leaves online requiring HR approval, that are less than a year in duration, such as Jury Duty, extended bereavement, and short-term unpaid leaves, based on their applicable Collective Agreement. The Collective Agreement language for each leave type will auto-populate in the online leave form once the leave type has been selected from the drop down menu.

After an employee has submitted a leave request, their Principal/Supervisor will be notified via email to acknowledge that they are aware of the request and insert any comments where applicable. It is expected that communication has already taken place between the employee and Principal/Supervisor regarding the request prior to the leave being requested.

The online form will automatically be sent to the appropriate Staffing Coordinator, who will review the request and respond by approving or denying the request. A response will be emailed back to the employee with a copy to the Principal/Supervisor, approving or denying the request, including any required TVARRIS direction.

To submit your leave request, please access the online form located in the employee portal, under **LaserFiche - Electronic Forms** on the left-hand side of the portal. You can also review the help videos (please see the screenshot below) to assist you in submitting your online leave request.

