



**LEAVE OF ABSENCE WITHOUT PAY
REQUEST FORM
(PROFESSIONAL SERVICES)**

Human Resources
507 Pigiarvik
1125 Colonel By Drive
Ottawa ON Canada K1 S 5B6
Tel: (613)-520-3634
Fax: (613)-520-4464
humanresources@carleton.ca
www.carleton.ca/hr

Note: For academic, please use the online application system (Carleton Central).
For questions, please contact your Dean's/University Librarian office directly.

APPLICANT INFORMATION:					
Name:		Employee ID:		Department:	

ANTICIPATED LEAVE DATES:			
Start Date:		End Date:	
Reason For Leave Request:			

REQUESTED BY:			
Applicant (print name):		Signature:	
		Date:	

APPROVED BY:			
Department head (print name):		Signature:	
		Date:	



Please submit to the Associate Vice-President, Human Resources for approval and processing
humanresources@carleton.ca

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Director, Transformation and Technology (Human Resources). Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.