



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

Human Resources 507
Robertson Hall 1125
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Ottawa ON Canada K1 S 5B6
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humanresources@carleton.ca
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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

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