

MATERNITY / PARENTAL LEAVE REQUEST FORM

Human Resources
507 Robertson Hall
1125 Colonel By Drive
Ottawa ON Canada K1S 5B6
613-520-3634
Fax: 613-520-4464
humanresources@carleton.ca
www.carleton.ca/hr

APPLICANT INFORMATION:			FOR SHARED FTE'S
NAME:	EMPLOYEE ID:	DEPARTMENT 1:	FTE:
		DEPARTMENT 2:	FTE:
		DEPARTMENT 3:	FTE:

APPLICABLE FORMS TO ATTACH:		
<input type="checkbox"/> Medical certificate with due date	<input type="checkbox"/> Registration of birth (second parent)	<input type="checkbox"/> Certificate of adoption

ANTICIPATED LEAVE DATES:	
Start date:	End date:

Please note: For maternity and parental leave, the signatures below represent acknowledgement and not approval. Final confirmation will be issued directly by Human Resources before the start of leave.

REQUESTED BY:

_____ (signature)
Applicant (print name) (signature) (date)

ACKNOWLEDGED BY:

_____ (signature)
Department head (print name) (signature) (date)

_____ (signature)
Department (2) head (print name) (signature) (date)

_____ (signature)
Department (3) head (print name) (signature) (date)

Please submit to Human Resources for processing

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 Assistant Director, Infrastructure and Renewal (Human Resources). Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.