

# LEGISLATED LEAVE OF ABSENCE WITHOUT PAY REQUEST FORM

(AS PER EMPLOYMENT STANDARDS ACT OF ONTARIO)

**Human Resources**  
507 Pigiavik  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6 Canada  
Tel: (613) 520-3634  
Fax: (613) 520-4464  
humanresources@carleton.ca  
www.carleton.ca/hr

APPLICANT INFORMATION:			FOR SHARED FTE'S
NAME: <div></div>	EMPLOYEE ID: <div></div>	DEPARTMENT 1: <div></div>	FTE: <div></div>
		DEPARTMENT 2: <div></div>	FTE: <div></div>
		DEPARTMENT 3: <div></div>	FTE: <div></div>

☐ Medical certificate attached  
☐ Commanding Officer's request

ANTICIPATED LEAVE DATES:	
START DATE: <div></div>	End date: <div></div>
Reason For Leave Request: <div></div>	

**Please note:** Final confirmation will be issued directly by Human Resources before the start of leave.

## REQUESTED BY:

Applicant (print name)	(signature)	(date)
<div></div>	<div></div>	<div></div>

## APPROVED BY:

Department (1) head (print name)	(signature)	(date)
<div></div>	<div></div>	<div></div>
Department (2) head (print name)	(signature)	(date)
<div></div>	<div></div>	<div></div>
Department (3) head (print name)	(signature)	(date)
<div></div>	<div></div>	<div></div>

**Please submit to Human Resources ([humanresources@carleton.ca](mailto:humanresources@carleton.ca)) 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. If you have any questions about the collection and use of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via [University\\_Privacy\\_Office@carleton.ca](mailto:University_Privacy_Office@carleton.ca). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.