



uOttawa

REQUEST FOR LEAVE / LEAVE MODIFICATION

C-

REQUEST FOR ACADEMIC LEAVE (COMPLETE SECTION A & C)

REQUEST FOR LEAVE WITH AND WITHOUT PAY (COMPLETE SECTION B & C)

REQUEST FOR LEAVE MODIFICATION (COMPLETE SECTION D)

(COMPLETE SECTION D)

SURNAME (CANDIDATE)				GIVEN NAMES				EMPLOYEE NUMBER												
FACULTY, SCHOOL						DEPARTMENT														
PLAN COMPTABLE - FOAP - ACCOUNTING PLAN						POSITION NUMBER		POSITION CLASS		EMPLOYEE CLASS										
FUND	ORGANIZATION	ACCOUNT	PROGRAM																	
HIGHEST DEGREE OBTAINED AND DATE																				
INSTITUTION				LOCATION				DIPLOMA				YEAR								
DATE OF HIRING						YEAR			MONTH			DAY			DATE OF TENURE					
						YEAR			MONTH			DAY								

REQUEST FOR LEAVE

A TYPE OF LEAVE ACADEMIC LEAVE WITH A REQUEST FOR A RESEARCH GRANT ACADEMIC LEAVE WITHOUT A REQUEST FOR A RESEARCH GRANT

PERIOD OF LEAVE FROM: YEAR MONTH DAY TO: YEAR MONTH DAY

DATE OF LAST ACADEMIC LEAVE FROM: YEAR MONTH DAY TO: YEAR MONTH DAY

CREDITS AVAILABLE FOR THIS REQUEST: CREDITS TO BE USED FOR THIS REQUEST: BALANCE

SALARY WHILE ON ACADEMIC LEAVE: %

B TYPE OF LEAVE REQUESTED LEAVE WITH PAY LEAVE WITHOUT PAY

SALARY WHILE ON LEAVE: %

PERIOD OF LEAVE FROM: YEAR MONTH DAY TO: YEAR MONTH DAY

CONSEQUENCE OF LEAVE ON PTR: RECOMMENDATION YES NO

CONSEQUENCE OF LEAVE ON YULE: RECOMMENDATION YES NO

C FACULTY TPC RECOMMENDATION

POSITIVE NEGATIVE ATTACHED

DEAN'S RECOMMENDATION

POSITIVE NEGATIVE ATTACHED

DATE: _____ DEAN'S SIGNATURE: _____

LEAVE MODIFICATION

D DEFERRED LEAVE

ORIGINAL PERIOD OF LEAVE FROM: YEAR MONTH DAY TO: YEAR MONTH DAY

MODIFIED PERIOD OF LEAVE FROM: YEAR MONTH DAY TO: YEAR MONTH DAY

REF. NO : C-

CANCELLATION OF LEAVE

THIS MODIFICATION WILL ENTAIL A CHANGE TO THE REQUESTED SALARY THIS MODIFICATION WILL ENTAIL A CHANGE TO THE REQUIRED CREDITS

SALARY WHILE ON LEAVE: % NUMBER OF CREDITS MODIFIED: _____

DATE: _____ DEAN'S SIGNATURE: _____

FOR ADMINISTRATION USE ONLY