

# Task Title: Understanding an Application for Miscellaneous Leave

OALCF Cover Sheet - Learner Copy

Learner Name:		
Date Started:		
Date Completed:		
Successful Completion Goal Path:	Yes No Semployment	Apprenticeship
Secondary School	Post Secondary	Independence
Tack Description		

#### **Task Description:**

Read and understand an Application for Miscellaneous Leave.

### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2

#### **Materials Required:**

- Access to a computer or other digital device (if preferred)
- Pen and paper (if preferred)

Task Title: Application for Miscellaneous Leave\_E\_A1.2\_A2.2

#### Learner Information

There are many reasons why an employee might need to take time off from work other than sick days or vacation days. Some employers have policies in place for miscellaneous leave. Scan the Application for Miscellaneous Leave Form.

## Task Title: Application for Miscellaneous Leave\_E\_A1.2\_A2.2

Making a Difference		. Recruitment and	. Recruitment and Contract Services	
LAST NAME;		FIRST NAME:		EMPLOYEE NO.:
POSITION: L	OCATION:	DATE(S) OF ABSENCE:		FULL or HALF DAY:
MIS	SCELLANEOUS LEAVE I	DAYS (UP TO 5) WITH D	EDUCTION	L.,
A father/spouse attending the bithe father's/spouse's child.  Attending an adult drama or mure festival in which the Employee is participant. (Attach document Attending as President or Senic Executive Officer at an approve convention, meeting or other fur of a lodge, service club, Church Council, alumni association or recognized community organize (Attach documentation)  Attending the Employee's own graduation. (Attach documentation Attending the funeral of a close or close friend.  Moving to a new place of reside (limited to once per year).	Attending the wife, son or de recognized po (Attach docum atton)  Attending trus conventions we trustee in anot member of a notion  Caring for a member of a membe	graduation of a husband, rughter from a secondary or st-secondary institution. mentation) tee or other relevant then the Employee is a her municipality or is a nunicipal council. (Attach wi) ember of the Employee's lily in case of serious illness loyee has been unable to oper care for such member. on for request under umstances" below) sity or similar examinations.	Observing religionand/or attach de Participating in track and field reaches, or final approved by the documentation When adoption circumstances be present duri procedure. (Att Under special or reasons approved	tournaments or athletic meets related to Olympic is of national competitions a Board. (Attach n) leave is not taken and require the Employee to ng the adoption ach documentation) circumstances for red by the Director. nents under "Special
Bereavement leave (death of papershs-in-law, guardians, spouchildren, brothers, sisters, grane and grandchildren-limited to 3 d Specify Relationship:	arents, Quarantine or health authorit	other order of the medical ies (Attach documentation)	court to which he summoned in a	
circumstances related to bereav leave. Indicate reason for requ under "Special Circumstance	test			-T
SPECIAL CIRCUMSTANCES COMM	MENT:			
EMPLOYEE'S SIGNATURE:		are and the second	DATE:	
FACILITY SERVICES - TEAL	W LEADER:			
Team Leader Name (please	print)	Team Leader Signature		Date
EMPLOYEE SERVICES – UN	and the second s	PPROVED - COMMENTS: OT APPROVED - COMMENTS	):	
Name (please print)		Signature		Date
<ul> <li>Email completed appl</li> </ul>	ibmitted 10 days in advan- ication to <u>ESUnitsDandE@</u> to be used to apply for lea		tion	
	cheduled to work 24 hrs. or to work less than 24 hrs./wk			

#### Work Sheet

Task 1: How many miscellaneous leave days can be taken with deduction in pay?	а
Answer:	

Task 2: If an employee is requesting travel time and/or special circumstances related to be reavement leave, what do they need to do when completing this form?

Answer:

Task 3: List the two leaves related to graduations.

Answer:

Task 4: What is the difference in leave between permanent employees scheduled to work 24 hours or more per week and permanent employees scheduled to work less than 24 hours per week?

Answer:

Task 5: Which type of school examinations can an employee request a leave to take?

Answer: