



**REQUEST FOR TIME OFF (2012)**

Employee name \_\_\_\_\_

Start date with Spectrum \_\_\_\_\_ Program \_\_\_\_\_

**TYPE OF REQUEST** (check one): see Personnel Policy & Procedures Manual for descriptions

\_\_\_\_\_ Annual vacation (policy 17)

\_\_\_\_\_ Special leave (policy 19)

\_\_\_\_\_ Leave of absence, long-term (policy 20)

\_\_\_\_\_ Maternity leave (policy 21)

\_\_\_\_\_ Parental leave (policy 22)

\_\_\_\_\_ Stat day (policy 12)

**Requested date(s) of leave** (list shift dates to be covered) \_\_\_\_\_

**Date of return to work** \_\_\_\_\_

Comments \_\_\_\_\_

Signed \_\_\_\_\_

Date submitted \_\_\_\_\_

**PLEASE SUBMIT REQUEST TO PROGRAM MANAGER**

Manager name \_\_\_\_\_

Date request received \_\_\_\_\_

**NOTE: Requests for long term LOA (over 2 wks), or Special Leave are subject to approval by one of the Co-Directors. Requests for Vacation, Maternity or Parental leave must be approved by Human Resources.**

Manager: initial one \_\_\_\_\_ approved OR \_\_\_\_\_ denied

Director (if applicable) \_\_\_\_\_ approved OR \_\_\_\_\_ denied

Personnel Coord.(if applicable) \_\_\_\_\_ approved OR \_\_\_\_\_ denied

Comments \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Distribution:** original to employee      copy #1 to Manager      copy #2 to Human Resources



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## MEMO

**DATE:** January 10, 2012  
**TO:** All Employees  
**FROM:** Human Resources  
**RE:** **Annual vacation / leave of absence requests**

### ELIGIBILITY:

All employees are eligible to take vacation time at six months after the expiration of the probationary period (or at 9 months of continuous employment). Please refer to policy 17 in the Personnel policy & procedures manual for detailed information regarding the amount of paid vacation leave available to each employee. **Permanent employees are *required* to take a minimum of two weeks off each year, unless otherwise approved by Human Resources.**

Vacation time is scheduled from April to March each year. To book time off between April 1 2012 to March 31, 2013 please complete the back of this form and return it to Human Resources by March 31, 2012.

Time off requests between January through March of the current year MUST be approved by your Program Manager.

HR will review each request and send written confirmation (the original of your request form) to employees not later than April 30, 2012. Confirmation will be provided to your program manager for them to deliver to you.

Any requests for vacation submitted after March 31, 2012 will be subject to the Program Manager's approval and availability of appropriate relief coverage, PRIOR to coverage of any shifts. Please be prepared to give one week's notice for each day of leave requested, to a maximum of 4 weeks notice.

For more information, please refer to the Personnel Policy and Procedures manual, located on the Spectrum webpage under "Human Resources", "Policies and Procedures".

Please don't hesitate to call Human Resources with any questions you may have at (604) 323-1433

January 2012