

To: Human Resources Manager

Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

School: \_\_\_\_\_

*Area below to be completed by  
Human Resources*

TYPE of LEAVE*	DATES	
	FROM	TO
<input type="checkbox"/> <b>Personal Leave Day</b> (Max. 1 day at cost of TTOC)		
<input type="checkbox"/> <b>Discretionary Day Without Pay</b> (Max. 3)		
<input type="checkbox"/> <b>Compassionate</b> (Please indicate family relationship below)		
<input type="checkbox"/> <b>Bereavement</b> (Please indicate family relationship and date of death below)		
<input type="checkbox"/> <b>Adoption</b>		
<input type="checkbox"/> <b>Paternity</b>		
<input type="checkbox"/> <b>National and International Competition</b> (at cost of TTOC)		
<input type="checkbox"/> <b>Jury Duty and Legal Commitments**</b>		
<input type="checkbox"/> <b>Leave for Elected Officials</b>		
<input type="checkbox"/> <b>Other</b>		

With Pay	Without Pay	Teacher Responsible for TTOC cost
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Teachers are responsible for booking their absence on the SmartFind System.

\*\* A copy of Official document is required for jury duty and legal commitments.

Monies received for attendance on jury duty must be forwarded to the Delta School District

**DETAILS: (REQUIRED FOR ALL LEAVES)**

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\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_  
*Human Resources Manager*

\_\_\_\_\_  
*Date*

Please complete details above, obtain your Principal's acknowledgement and send to:

**Shannon Hunt, District Administrator Human Resources    FAX: 604-952-5378**

Following acknowledgement, a verification copy will be uploaded to your Employee Connect Folder.