



RIVERSIDE SCHOOL BOARD

REQUEST FOR A SABBATICAL LEAVE WITH DEFERRED SALARY (NON TEACHERS)

In conformity with the provisions of the collective agreement, the policy and procedures regarding sabbatical leaves with deferred salary, I,

Name of employee

Service

request a sabbatical leave with a deferred salary according to the following:

Plan:

Indicate number of months (between 6 and 12 months) _____

Duration:

Two years ☐ three years ☐ four years ☐ five years ☐

- My plan will begin on _____ 20 ____;
- I will be on leave as of _____ 20 ____.

I request this leave for the following reason:

I understand that the period of leave will take place only during the last part of the plan.

I have read the articles of the collective agreement pertaining to this subject as well as the policy and request this leave accordingly.

Signature of employee

Date

For the use of the immediate superior

Recommendation yes ☐ no ☐

Signature of immediate superior

Date

For the use of the Director of Human Resources

The leave is accepted ☐ refused ☐

Kim Barnes
Director of Human Resources

Date

c.c. Union
 Principal or Director