



UNIVERSITY OF KING'S COLLEGE

Leave of Absence Request

This form is to be completed by employees prior to taking a Leave of Absence which results in changes to employee payroll. For additional information on leaves, please refer to the King's Redbook online.

Employee Information

Employee ID: _____

First Name: _____

Department: _____

Last Name: _____

Email: _____

Leave Information

Family Leaves

Maternity leave with top-up

Parental leave with top-up

Maternity leave without pay

Parental leave without pay

Leave of Absence with/without Pay

Sick/Medical

Compassionate Care (legislated)

General Leave

Leave Start Date: _____
MM-DD-YYYY

Leave End Date: _____
MM-DD-YYYY

Information regarding pregnancy/parental leave

*A Record of employment will be provided to you on your last working day from the Bursar's Office. You must start an online claim with Service Canada. The ROE will be electronically submitted to Service Canada on your behalf.

*In order to receive the full top-up benefit of 95% from the university, please forward a copy of the benefits statement received from Service Canada. This will ensure a proper calculation of benefits.

*An employee who does not return to work upon the expiry of her pregnancy leave (or after the parental leave if she takes that in addition) for at least a period of ten (10) weeks will be required to pay back in full the benefits paid by King's during the first 17 weeks of her leave.

*King's will deposit your top-up benefit into your bank account on the 25th of each month.

Approval

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Additional Information

Empty box for additional information