

This application form is used by academic staff to apply for the Personal Leave Plan. It is a voluntary plan offering five days of leave without pay with the cost being spread equally over the entire plan period.

For assistance with this form, please contact employmentservices@ualberta.ca or [Find Your Employment Advisor](#).

Submit form **to your supervisor or department head by 4:00pm June 16**. Payroll Operations **must receive all approved applications by June 30**. Submit completed form by email, mail or fax to:

employmentservices@ualberta.ca
Employment Services, Human Resource Services
2-60 University Terrace, University of Alberta
Edmonton, AB T6G 2T4
Fax: (780) 492-3800

Employee Information

First Name _____ Last Name _____ Employee ID # _____

Department _____ Faculty (if applicable) _____

Employee Authorization

I hereby provide confirmation of my application to participate in the Voluntary 5-Day Personal Leave Plan. In accordance with the terms of the Plan, I understand that:

- A Personal Leave Deduction of 1.92% will be deducted from my base pay as per the Plan information;
- I understand that the deductions will be made each pay period over the twelve-month period of July 1 to June 30;
- I will take five days of personal leave during the period July 1 to June 30 of the plan year, and I understand that there will be no carry forward or reimbursement of personal leave days not taken by June 30.
- I will schedule the leave days by mutual agreement with my supervisor/department head (as appropriate);
- My decision is irrevocable.

Signature _____ Date (yyyy/mm/dd) _____

Department Authorization – To be approved by the Department Chair/Director/Supervisor. The Department should retain a copy of the completed form for their records, as well as forward a copy to the Employee.

Name _____ Title _____

Signature _____ Date (yyyy/mm/dd) _____

The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of managing the Voluntary 5-day Personal Leave Plan. Direct any questions about this collection to Human Resource Services, University of Alberta, 2-60 University Terrace, Phone (780) 492-4555.