

ABSENCE / REQUEST FOR LEAVE (Non-Teaching Personnel)

EMPLOYEE NAME: _____

EMPLOYEE NUMBER: _____

I wish to have my absence from _____ to _____ inclusively,
to be deducted from the following bank (s):

ABSENCE

Please check	Bank Number	Bank Description	# of hours to deduct
	1	Current year sick bank	
	2	Non-cashable sick days (sometimes referred to as personal days)	
	40 or 41	Accumulated overtime (straight time)	
	42	Accumulated overtime (rate 1.5 hours)	
Total number of hours to deduct:			

VACATION

Please check	Bank Number	Bank Description	# of hours to deduct
	20	Vacation days, current year	
	21	Vacation days (as a result of sick day conversion)	
	25	Accumulated vacation	
Total number of hours to deduct:			

For a detailed description of each bank, please see reverse side.

Employee signature

Date

Management signature

Date

Entered by

Date

BANK DESCRIPTION AND ADDITIONAL INFORMATION

Bank 1 - Current sick bank refundable

When applicable, on **July 1st** of each year, the College shall credit each full time employee 7 days of sick leave. On June 30th of each year, any unused days in this bank have cashable value. Or, **if requested**, can be converted into either vacation days (these will then appear in bank 21) or converted into non-cashable sick days (these will appear in bank 2).

Bank 2 - Non-cashable sick days (sometimes referred to as personal days)

When applicable, during the first year of service with the College, 6 days of sick leave without cashable value are credited to an employee.

Bank 20 - Vacation days, current year

When applicable, a full time employee is entitled to 20 days' vacation. These will appear in this bank on **June 1st** of each year. These need to be used by May 31st. When approved, carry forward is possible (these will appear in bank 25).

Bank 21 - Vacation days (as a result of sick day conversion)

Upon your request, unused sick days (Bank 1), may be converted to vacation days (these will appear in bank 21). These vacation days must be used by June 30th of the following year or they will be paid out.

Bank 25 - Accumulated vacation

Unused vacation from previous years are carried forward into this bank.

Bank 40 or 41 - Accumulated overtime (straight time)

Straight time banked from overtime done throughout the year.

Bank 42 - Accumulated overtime Rate 1.5 (hours)

Overtime banked at a rate of 1.5 hours as a result of overtime done throughout the year. Please note that the hours as they appear in this bank have been converted to regular time (for example, 4 overtime hours will be accumulated in bank 42 as 6 hours).