

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	ears five years
My plan will begin on	;
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	
Shauna Callender Director of Human Resources	Date

c.c. Union

Principal or Director