

Section/Number: Leave Management –015	Approval Date: (DD/MM/YY)
Subject: Leave Without Pay	Amendment Dates:
<p>Policy</p> <p>The Community Government may provide Leave Without Pay at the discretion of the Senior Administrative Officer (SAO).</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Leave Without Pay may be approved for any reason other than the reasons covered in the Leave Management policies at the discretion of the Senior Administrative Officer (SAO). 2. Employees requesting Leave Without Pay must submit an Application for Leave Form stating the reason for the request and the duration of the requested Leave Without Pay. 3. Approval of the request is strictly at the discretion of the SAO. 4. The employee is not entitled to allowances or benefits while on Leave Without Pay. 5. Approved requests for Leave Without Pay will be placed on the employee's Personnel File. 6. The SAO will provide a written explanation in cases where Leave Without Pay is not approved. 	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>N/A</p>	

Sample Leave Form

Leave of Absence Request Form

Employee Name: _____

Date: _____

Type of Leave Requested: _____

Start Date/Time of Leave: _____

Return to Work Date/Time: _____

Verification of Leave Credits: _____

Employee Signature: _____

Supervisor Signature: _____

Senior Administrative Officer Approval: _____

(If leave is denied, Senior Administrative Officer will advise in writing.)