



# LEAVE FORM RECORD

Office of Finance and Administration  
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Payroll ID (payroll use only) \_\_\_\_\_

It is the responsibility of all heads of divisions to complete this form for all vacation time, sick time and leaves of absence and to forward to Human Resources for record keeping purposes.

| TO BE COMPLETED BY DEPARTMENT |   |  |  |
|-------------------------------|---|--|--|
| Name: _____                   |   | Division: _____  |  |
| Description of Leave: _____   | <input type="checkbox"/> Sick Day         |  | <input type="checkbox"/> Personal Emrg |
|                               | <input type="checkbox"/> Vacation         |  | <input type="checkbox"/> Moving Day    |
|                               | <input type="checkbox"/> Leave of absence |  | <input type="checkbox"/> Court leave   |
| Employees Signature: _____    |   | Authorized Signature: _____                                      |  |
| Year                          | 20_____                                   | <input type="checkbox"/> Paid<br><input type="checkbox"/> Unpaid | Date of Submission: _____              |
| Month                         | Date                                      | Day  | Hours                                  |
|                               |   | Sunday   |  |
|                               |   | Monday   |  |
|                               |   | Tuesday  |  |
|                               |   | Wednesday  |  |
|                               |   | Thursday   |  |
|                               |   | Friday   |  |
|                               |   | Saturday   |  |
|                               |   | Sunday   |  |
|                               |   | Monday   |  |
|                               |   | Tuesday  |  |
|                               |   | Wednesday  |  |
|                               |   | Thursday   |  |
|                               |   | Friday   |  |
|                               |   | Saturday   |  |
| <b>TOTAL HOURS</b>            |   |  |  |

Please note, full time employees are based on 7 hours per day