



## Management Employees Administrative Leave Eligibility Form

To be completed and filed for every employee in a Management position for recommendation and approval of Administrative Leave.

### SECTION A – Employee Information (PLEASE PRINT)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employment Status (i.e. FT, %PT): \_\_\_\_\_ Department: \_\_\_\_\_

Zone: Western  Northern  Eastern  Central

Effective Date for Admin Leave to begin: \_\_\_\_\_

### SECTION B

#### Eligibility Procedure:

1. Each management employee is assessed on a one time basis for eligibility for Administrative Leave. This assessment remains in place for as long as the employee is in the same classification, unless there is significant change in circumstances.
2. The immediate supervisor/manager of the management employee:
  - 2.1. Recommends whether the management employee as noted above, is to receive Administrative Leave and provides signature;
  - 2.2. Forwards the completed form to the respective Executive/Senior Director for their review, decision and signature;
  - 2.3. Advises the management employee of the decision.
3. The respective Executive/Senior Director:
  - 3.1. Reviews, determines eligibility and provides signature;
  - 3.2. Forwards the completed form to the Director of People Services/Human Resources for the applicable zone.
4. People Services/Human Resources:
  - 4.1. Reviews the form and updates SAP information systems;
  - 4.2. Retains the form on the employee file.

### SECTION C

Recommended  Not Recommended

Date: \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor/Manager

Approved  Denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive/Senior Director

Original to be forwarded to Human Resources/People Services as follows:

#### Western Zone

Andrea Johnson, Director, People Services/Human Resources  
Chipman Building, 5 Chipman Drive, Kentville, NSB4N 3V7  
[Andrea.Johnson@nshealth.ca](mailto:Andrea.Johnson@nshealth.ca)

#### Central Zone

Bruce English, Director, People Services/Human Resources  
1<sup>st</sup> Floor Bethune Building, 1276 South Park Street, Halifax NSB3H 2Y9  
[Bruce.English@nshealth.ca](mailto:Bruce.English@nshealth.ca)

#### Northern Zone

Tracey Ungar, Director, People Services/Human Resources  
Colchester East Hants Health Centre, 600 Abenaki Road, Truro, NS B2N 5A1  
[Tracey.Ungar@nshealth.ca](mailto:Tracey.Ungar@nshealth.ca)

#### Eastern Zone

Tom McNeil, Director, People Services/Human Resources  
Cape Breton Regional Hospital, 1482 George Street, Sydney, NS B1P 1P3  
[TomA.MacNeil@nshealth.ca](mailto:TomA.MacNeil@nshealth.ca)