



## 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

\_\_\_\_\_  
 Immediate Supervisor/Manager      Date: \_\_\_\_\_

Approved       Denied

\_\_\_\_\_  
 Executive/Senior Director      Date: \_\_\_\_\_

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

#### Western Zone

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#### Northern Zone

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#### Eastern Zone

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