STANDARD OPERATING GUIDELINE

SUBJECT: Application for Leave

ISSUE DATE: May 13, 1994

NO.: 019

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APPROVED BY: M. Kay

SUPERSEDES DATE: PAGE OF: 1 of 2

All absence from work requires submittal of an "APPLICATION FOR LEAVE".

The application shall be filled out completely and signed on the appropriate line. (see sample on page 2 of 2)

Applications for Leave should be submitted at least three working days prior to the date leave is to be taken. (five working days is preferred)

Applications shall be completed in a clear and legible handwriting.

Annual Leave shall be requested as early in the year as possible and will be scheduled by seniority and first come basis.

EXCEPTIONS: Sick Leave and Bereavement Leave

The employee will notify his/her supervisor before the start of the work day or sooner, if known.
Application for sick leave shall be completed and submitted immediately upon returning to work.