

Personal Leave Request Form

Revised January 17, 2025

In order to be eligible for Personal Leave pursuant to Section 206.6(1) of **Part III of the Canada Labour Code** an employee must be a member of a basic workforce or gang and must have “regular” orders with their parent company on the day(s) for which the leave is requested. Lines, replacement and fill-in orders are not considered regular orders.

Employees who are on leave are not eligible for any other orders for the entire day claimed (from 08h00 on the day claimed to 08h00 the next day) as the leave must be taken in increments of 1 full day.

I am requesting Personal Leave Pursuant to Section 206.6(1) of the Canada Labour Code for the following reason (please check):

1. **Carrying out responsibilities related to the health or care of a family member**
(See back for definition and circle appropriate family member)
2. **Carrying out responsibilities related to the education of any of their family members who are under 18 years of age;**
 - i. **Includes:**
 - **Attending parent-teacher interviews and meetings;**
 - **Meeting with education specialists to optimize the child’s development;**
 - **Meeting with a school counsellor or principal to discuss behavioural challenges at school;**
 - **Accompanying a student with special needs to ensure he or she can participate in an educational activity; or**
 - **Attending a school orientation or registration meeting.**
3. **Addressing any urgent matter concerning myself or a member of my family**

4. **Attending my citizenship ceremony under the Citizenship**

5. **Other reason not listed. Please describe** _____

Supporting documentation is required to be attached at time of the request no later than 15 days following the start of the leave.

Employee Name and Work Number: _____

Date(s) Requested _____ **Date Submitted** _____

Signature _____

Family members for the purpose of these leave are defined as:

- a) the employee's spouse or common-law partner
- b) the employee's father and mother and the common-law partner of the father and mother
 - b.1) Employee's foster father or foster mother
- c) the employee's children and the children, grandchildren, brothers and sisters of the employee's spouse or common-law partner
 - c.1) the spouse of the common law partner of the employee's children
 - c.2) a child to whom the employee or the employee's spouse or common-law spouse acted as foster parents, under the laws enforced in each province
- d) the employee's grandchildren
- e) the employee's brothers and sisters and spouse or common-law partner of the employee's brothers and sisters
 - e.1) the employee's nieces and nephews and the spouse or common-law partner of the employee's nieces and nephews
 - e.2) the employee's aunts and uncles and the spouse or common-law partner of the the employee's aunts or uncles.
- f) the grandfather and grandmother of the employee
- g) the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother
- h) any relative of the employee who resides permanently with the employee or with who the employee permanently resides
- i) a person under guardianship or card of the employee or the employee' spouse or common-law partner
- j) a person who is entirely or substantially depend o the employee or the employee's spouse or common-law partner for ongoing care and attention.

PLEASE CIRCLE LETTER OF APPROPRIATE FAMILY MEMBER FOR WHICH LEAVE IS REQUESTED