



## Task Title: Understanding an Application for Miscellaneous Leave

OALCF Cover Sheet – Learner Copy

Learner Name: \_\_\_\_\_

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

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

Successful Completion: Yes  No

Goal Path: Employment  Apprenticeship

Secondary School  Post Secondary  Independence

### Task Description:

Read and understand an Application for Miscellaneous Leave.

### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2

### Materials Required:

- Access to a computer or other digital device (if preferred)
- Pen and paper (if preferred)

## Learner Information

There are many reasons why an employee might need to take time off from work other than sick days or vacation days. Some employers have policies in place for miscellaneous leave. Scan the Application for Miscellaneous Leave Form.



## Work Sheet

**Task 1: How many miscellaneous leave days can be taken with a deduction in pay?**

Answer:

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**Task 2: If an employee is requesting travel time and/or special circumstances related to bereavement leave, what do they need to do when completing this form?**

Answer:

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**Task 3: List the two leaves related to graduations.**

Answer:

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**Task 4: What is the difference in leave between permanent employees scheduled to work 24 hours or more per week and permanent employees scheduled to work less than 24 hours per week?**

Answer:

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**Task 5: Which type of school examinations can an employee request a leave to take?**

Answer:

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