

Task Title: Understanding an Application for Miscellaneous Leave

OALCF Cover Sheet – Practitioner 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.

Task Title: Application for Miscellaneous Leave_E_A1.2_A2.2

Making a Difference			. Recruitment and Contract Services – Support Staff – Un Toronto, ON M2N			
LAST NAME:			FIRST NAME:		EMPLOYEE NO.:	
POSITION:	LOCATION:		DATE(S) OF ABSENCE:		FULL or HALF DAY:	
			AYS (UP TO 5) WITH D		ligious Holy Day(s)	
 ☐ A father/spouse attending the father/spouse's child. ☐ Attending an adult drama or ifestival in which the Employe participant. (Attach docume participant, (Attach docume of a lodge, service club, Chur Council, alumni association or recognized community organ (Attending the Employee's ow graduation. (Attach documentation) ☐ Attending the Employee's ow graduation. (Attach documentation) ☐ Attending the funeral of a clob or close friend. ☐ Moving to a new place of res (limited to once per year). ☐ Bereavement leave (death of parents-in-law, guardians, sp children, brothers, sisters, gr and grandchildren-limited to is Specify Relationship: ☐ Travelling time and/or specia 	music e is a is a intation) nior ved function cch rization. // m ntation) se relative idence // parents, ouse, andparent 3 days).	Wife, son or dat recognized posi (Attach docum Attending truste conventions wh trustee in anoth member of a mu documentation Caring for a me immediate fami when the Emplo obtain other pro (Indicate reaso "Special Circu Writing universi (Attach docum	e or other relevant en the Employee is a er municipality or is a unicipal council. (Attach)) mber of the Employee's y in case of serious illness yyee has been unable to per care for such member. n for request under mstances' below) ty or similar examinations.	Name of relig and/or attach Participating track and fiel Games, or fin approved by documentat When adopti circumstance be present di procedure. (/ Under specia (Provide con Circumstance incumstance Dury duty or a court to whic summoned in	jous holy day requested documentation. In tournaments or athletic d meets related to Olympic nals of national competitions the Board. (Attach ton) on leave is not taken and is require the Employee to uring the adoption Attach documentation) al circumstances for roved by the Director. mments under "Special ces" below)	
leave. Indicate reason for re under "Special Circumstan	equest ces"					
SPECIAL CIRCUMSTANCES CO	MMENT:					
EMPLOYEE'S SIGNATURE:				DATE:		
ACILITY SERVICES - TE	AM LEADE	R:				
Team Leader Name (plea	ise print)		Team Leader Signature	(<u></u>	Date	
EMPLOYEE SERVICES - U	JNIT D:	i secondario dalla di	PROVED COMMENTS: TAPPROVED - COMMENTS	·		
Name (please print)	100 M		Signature		Date	
ACTION/NOTES:						
 Requests are to be 	submitted	10 days in advanc	e of the date(s) of absen	ce		
 Email completed ap 	plication to	ESUnitsDandE@		tion		
 This application is n 	ot to be us	ed to apply for lea	ves of absence without p	ay		
	bolubodos a	to work 24 hrs or m	ore per week are eligible fo	r Miscellaneous L	eave above. Permanent	

Work Sheet

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

Answer:

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:

Task 3: List the two leaves related to graduations.

Answer:

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:

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

Answer:

Answers

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

Answer: Up to 5

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: Indicate reason for request under "Special Circumstances".

Task 3: List the two leaves related to graduations.

Answer:

- Attending the Employee's own graduation
- Attending the graduation of a husband, wife, son or daughter from a secondary or recognized post-secondary institution.

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:

Permanent employees scheduled to work 24 hours or more per week are eligible for Miscellaneous Leave and permanent employees scheduled to work less than 24 hours per week are eligible for Bereavement Leave for immediate family only.

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

Answer: University or Similar

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independentl y
A1.2	Scans text to locate information			
A1.2	Locates multiple pieces of information in simple texts			
A2.2	Extracts information from tables and forms			

Performance Descriptors

This task: Was successfully completed	Needs to be tried again	

Learner Comments:

Instructor (print):

Learner (print):