



Information on this form is used to assess requests for Self-Funded Leave in accordance with approved policies. It is protected by the provisions of the Privacy Act and should be stored in standard employee bank P-SE-901.

APPLICATION FOR SELF-FUNDED LEAVE

PART I - EMPLOYEE DATA

Surname		Given name		Initials
Mailing address			Postal code	Telephone number (home)

PART II - EMPLOYMENT DATA

Department	Branch
Division	Section
Location	Job title
Group and level	Telephone number (work)

PART III - APPLICATION

I request leave in accordance with the Terms and Conditions described in the departmental Self-Funded Leave Policy, dated _____ which I have read.

Duration of leave	Monthly deduction (\$)	Salary deduction start date	
Leave start date →	First choice	Second choice	Third choice

I agree that her Majesty and her officers or employees shall be in no way responsible for any liability including any charges, costs or unforeseen expenses that I may incur as a result of my participation in the Self-Funded Leave Plan. I further agree that her Majesty shall have no liability whatsoever with respect to the administration and investment of funds in my self-funded leave account.
I acknowledge and agree that this Agreement shall be binding upon all parties and that neither I nor my beneficiaries are permitted to assign any rights under this Agreement.

DATED AT _____ THIS _____ DAY OF _____ YEAR _____

EMPLOYEE	Signature	
WITNESS	Signature	Print name

PART IV - APPROVAL

LEAVE APPROVED From: _____ To: _____

LEAVE NOT APPROVED for the following reasons:

Responsibility Centre Manager (print name)	Responsibility Centre Manager (signature)	Date
Authorized officer (print name)	Authorized officer (signature)	Date

PART V - CONFIRMATION

Financial Institution	Self-funded leave account no.	
Custodian (print name)	Custodian (signature)	Date

IT IS UNDERSTOOD THAT THE MAIN PURPOSE OF THIS AGREEMENT IS TO PERMIT THE EMPLOYEE TO FUND, THROUGH SALARY OR WAGE DEFERRALS, A LEAVE OF ABSENCE FROM EMPLOYMENT; AND NOT TO PROVIDE BENEFITS ON/OR AFTER RETIREMENT.