



LEAVE REVIEW FORM

Employee Name _____ Employee ID _____

Record # _____

Reason for Leave Review _____

- Termination Seasonal Layoff Leave of Absence
- Transfer within same pay office Transfer to different pay office

Leave review completed up to _____

DDMMYYYY

Ee's Last Working Day _____ and Ee's SOS date _____

Leave Balances in Hours

Annual Leave _____

Sick Leave _____

Special Leave _____

Lieu Time _____

Mandatory Leave _____ (only if employee is continuous)

Other leave _____ (stat days, periodic etc)

***Please attach your accrual sheets from People Soft as backup

Termination - if there are negative leave balances, they must be recovered on employee's final pay. Please provide dates for the recovery of these hours. Attach this form along with the reconciliation documents used for the leave review and the leave file and forward to HR Client Services for processing.

Seasonal Layoff – if negative leave balances for annual or mandatory leave, they must be recovered at seasonal layoff. Please provide dates for the recovery of these hours. Attach this document along with the reconciliation documents used for the leave review and forward to HR Client Services for processing.

Leave of Absence – if negative leave balances for annual or mandatory leave (if continuous employee) they must be recovered at time of leave. Please provide dates for the recovery of these hours. Attach this document along with the reconciliation documents used for the leave review and forward to HR Client Services for processing.

Transfer within same pay office – if negative leave balances they will transfer to the new department, however lieu time is normally paid out prior to the transfer to the new department unless arrangements have been made to transfer those hours. Attach this document along with the reconciliation documents used for the leave review and forward to HR Client Services for processing. The leave file must be sent to the new departmental leave administrator.

Transfer to different pay office – if there are negative leave balances, they must be recovered on employee's final pay. Please provide dates for the recovery of these hours. Attach this form along with the reconciliation documents used for the leave review and the leave file and forward to HR Client Services for processing.

Leave Review completed by: _____

Leave Monitor

Date

Benefits

Date