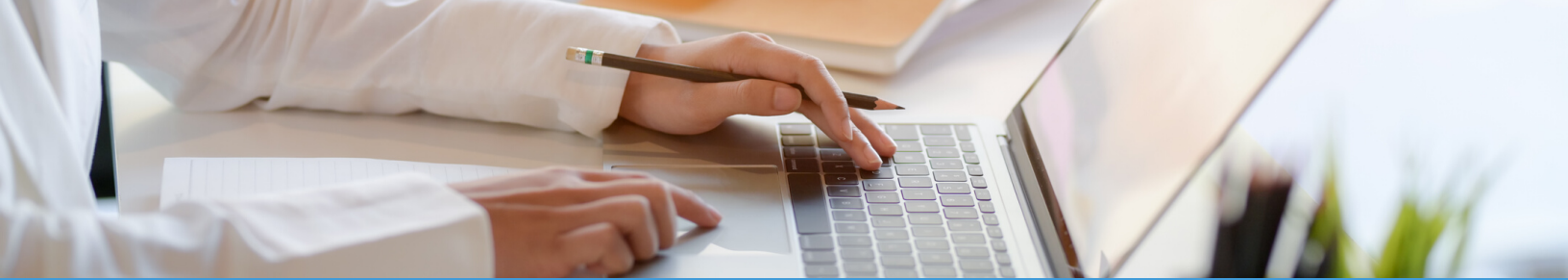


SAMPLE EMAIL TO EMPLOYEE - LEAVE REQUEST FORM TEMPLATE





SAMPLE EMAIL TO EMPLOYEE REGARDING A LEAVE REQUEST

Employees must provide accurate and timely communication to their manager and HR regarding their leave request. Sufficient documentation may be requested to support the request for leave, which employees must provide to their employer, if requested.

Employees will have the following responsibilities while on leave:

- Must confirm leave start and end dates.
- Must keep the Leave Administrator (which may be HR or a specific Leave Administrator, depending on the Company) informed of current leave status and respond back with any requests for information.
- Must inform the Leave Administrator if they want to apply any of their accrued unused Sick/Vacation/PTO. Depending on the benefits provided to the employee, there may be paperwork to complete for the employee to access paid benefits.

TEMPLATE FOR MATERNITY/ PARENTAL/PATERNITY LEAVE

Dear **[Employee Name]**,

Congratulations! We were notified on **[Insert Date First Notified]** of your need for **[Insert Leave Type]**. I have attached some general information regarding leaves and have included the required forms for taking leave with **[Insert Company Name]**.

To be eligible for the **[Insert Applicable Province & Leave Type]** an employee must inform the employer within **[Insert Notice Requirement]** of the leave, which you have. **[Insert Company Name]** would appreciate knowing as soon as possible if an earlier leave date is required such as a condition that is not planned or unforeseeable.

[Insert province & Act] requires employers to provide up to [Insert maximum Length of Leave] of unpaid, job-protected **[Insert Type of Leave]**.

You have up to **[Insert maximum Length of Leave]** of unpaid leave available to you. Paperwork should be submitted as follows. (See Leave Request Form)



OTHER LEAVE REQUEST FORM

As a best practice, employers should provide employees with a Leave Request form to complete and forward to HR or the appropriate Leave Administrator within the organization when leave is required. An employer's leave policy should be outlined in their company handbook.

GENERAL LEAVE TEMPLATE

Please complete and submit this document to **[Insert Contact Email]** as soon as you know you need a leave of absence.

For more info on our leave policies, please see **[Insert Company Name]** Employee Handbook.

Employee Information

Date Form Completed:

Employee Name:

Phone Number:

Personal Email:

Date of Hire:

Current Position:

Name of Manager:

Employee Status

Standard Employee

Fellow

Intern

Scheduled

Hours Per Week:

Full Time:

Part Time:

Anticipated Last Day Worked:

Reason for Request: [Insert Leave Type]

If for birth of child – Anticipated Due Date:

Requested Leave Start Date:

Anticipated Return to Work Date:

Health Premiums while on Leave (if applicable):

If an employee is on unpaid leave, they will be required to pay their portion of health insurance premiums while on leave. See the Leave Request Form for premium payment information or contact the Leave Administrator with questions.

Arrangements must be made to ensure payment of premiums is made by the employee while on leave (for example by cheque or e-transfer).

Contact your Leave Administrator for premium payment information.

Coordinated benefits:

When an employee is on a leave, they are required to apply for any available wage replacement programs such as Service Canada Benefits. It is the employee's responsibility to notify **[Insert Company Contact]** of the total amount they are receiving from such programs while on leave. An employee cannot be paid more than 100% of their regular pay while on leave.

Employee Signature

Date

Manager Signature

Date

Information on applying for benefits with Service Canada:

<https://www.canada.ca/en/services/benefits/ei.html>

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