



Instructions: Complete all relevant sections of this form, then sign and date it in Section 4 and return by email to HRGeneralLeave@cbe.ab.ca or fax 403-541-5640. Please review page two before completing.

Section 1: Employee Information While on Leave

Form section for employee information including Last Name, Legal First Name & Initial, Employee ID, Position, Union / Association, Location/School, Home Mailing Address, Home Phone, Mobile Phone, and Home Email.

Section 2: Leave Request

Form section for leave request including checkboxes for General Leave and Temporary Leave without Pay, date fields, reason for leave, and signature fields for Principal/Supervisor.

Section 3: Return From Leave

Form section for return from leave including checkbox for Return from Leave, effective date field, and acknowledgment text.

Section 4: Acknowledgement

Acknowledgement text and signature/date fields for the employee.

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education.

Table with 4 columns: HR Use Only, Received, Initial, Processing.



Please read the following information prior to completing the General Leave of Absence Request/Extension/Return from Leave Form.

Review the leave entitlements/provisions of your [Collective Agreement or Exempt Terms and Conditions of Employment](#) prior to requesting a leave of absence.

- **General Leave** requests require the acknowledgement and signature of your principal or supervisor. Please refer to your [Collective Agreement or Exempt Terms and Conditions of Employment](#).
- **Temporary Leave Without Pay** requests require the acknowledgement and signature of your principal or supervisor. Please refer to your [Collective Agreement or Exempt Terms and Conditions of Employment](#).

ATA – New General Leave Request:

- As per the Collective Agreement, applications must be submitted by March 15th of the school year prior to the commencement of the leave, except in the event of emergent or unforeseen circumstances.
- Final approval for all requests will be determined by the end of March, and the decision emailed to your CBE email address by the third week in April.

ATA – General Leave Extension:

- As per the Collective Agreement, all requests must be submitted by February 15th of the school year of the original general leave.
- The final approval process for the Leave Extension will be completed, and the decision emailed to your CBE email address by March 10.

Support Staff – General Leave Request and Extension

- Requests can be submitted throughout the school year. Please ensure adequate notice is provided as per your collective agreement.
- A final decision for your leave request will be completed within 10 business days from the date of receipt, and confirmation will be sent to your CBE email.

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Section 1: Employee Information

Please provide all current information including your contact information while on leave.

Section 2: General Leave or Temporary Leave Without Pay

Complete this section to request a general leave of absence or temporary leave without pay.

Principal or supervisor acknowledgement/signature is required.

Please provide **all relevant** details necessary for the review process.

Section 3: Return From Leave

It is your professional responsibility to inform the CBE of your intention to return within a minimum of 30 days.

Section 4: Acknowledgement

Ensure this form is signed and dated

Please direct any questions regarding your general leave request to the HR Employee Contact Centre at: 403-817-7333 or email ecc@cbe.ab.ca