

**SCHEDULED UNPAID LEAVE PLAN (SULP) APPLICATION FORM
UNIT E (MCSTC)
SCHOOL YEAR: 2018-2019**

LAST NAME	FIRST NAME	EMPLOYEE NUMBER
POSITION	LOCATION	

Information related to SULP days and making application:

- November 16, 2018 and December 7, 2018 have been designated as SULP days in the 2018-2019 school year.
- Employees may apply for a full or half day absence under SULP.
- Completed requests for SULP day(s) must be submitted to Employee Services no later than September 30, 2018. Forms must include both the employee and supervisor signature to be considered.

Late applications will not be considered.

- Approval for SULP day(s) is subject to system and operational needs of the Board and school/department.
 - The Team Leader/Supervisor will indicate whether the SULP day(s) requested are supported for absence from work.
 - The Employee Services Senior Manager (or designate) will indicate that the SULP day(s) are approved/denied, subject to system requirements.
 - Only requests supported by the Immediate Supervisor will be considered for approval by Employee Services.

Pension Plan Information: SULP days shall be reported as approved absences for pension purposes.

- For employees enrolled in **OMERS**: pension service will be reported and the employee and employer portion of pension contributions for the unpaid day(s) will be deducted from employees' pay.
- For employees enrolled in **OTPP** (Ontario Teachers' Pension Plan): pension service will be reported and the employee portion of pension contributions for the unpaid day(s) will be deducted from employees' pay.

For more details please contact the Benefit/Pension Administration department at **416-395-9642**.

STEP 1	STEP 2		STEP 3	
TO BE COMPLETED BY EMPLOYEE	TO BE COMPLETED BY DESIGN, CONSTRUCTION & MAINTENANCE		TO BE COMPLETED BY EMPLOYEE SERVICES	
Application Date:	Date Application Received:		Date Application Received:	
Employee Signature:	Design, Construction & Maintenance Representative Name:		Employee Services Representative Name:	
November 16, 2018 Application Check full or half day: <input type="checkbox"/> Full day <input type="checkbox"/> Half day	<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported	Supervisor Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Employee Svs Signature:
December 7, 2018 Application Check full or half day: <input type="checkbox"/> Full day <input type="checkbox"/> Half day	<input type="checkbox"/> Supported <input type="checkbox"/> Not Supported	Supervisor Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Employee Svs Signature:
Additional Comments:	Additional Comments:		Additional Comments:	

Note: This form is not to be used for any other type of leave request.

SCAN AND EMAIL COMPLETED FORM TO: Andre.Liu@tdsb.on.ca OR FAX# (416) 393-8878

- Once approved, Employee Services will return a copy to the Design, Construction & Maintenance Department for the Employee.