

SIMON FRASER UNIVERSITY

APPLICATION FOR LEAVE OF ABSENCE

1. Name _____
2. Department(s) _____
3. Period of leave requested: From _____ to _____
4. Nature of leave (check one)
 - a. Remunerative leave, i.e. involves holding a salaried position with another organization or institution during the leave period.
 - b. Non-remunerative leave
 - c. Personal leave
5. Type and period of last leave of absence _____

6. Purpose of leave _____

7. **If the period of leave is to be used for duties elsewhere**, identify the nature of your duties, the amount of remuneration, if any, to be received, and the source of that remuneration.

8. Employee Benefit Arrangements (Please consider which of a), b) or c) is appropriate to the type of leave you're taking).
- a. Remunerative leave (where the faculty member will receive remuneration from an outside source). Please check one of (i), (ii), (iii)
- (i) Sponsoring organization will pay your own and the University's contribution to your benefits (excluding pension contributions) during the leave period. ¹
- or*
- (ii) You will pay both your own and the University's contributions to benefits (excluding pension contributions) during the leave period. ²
- or*
- (iii) You wish your benefits package to lapse during the leave period. ³
- b. Non-remunerative leave (where the faculty member will not receive remuneration from any outside organization or SFU). Please check either (i) or (ii).
- (i) You and the University will continue the shared contributions to benefits (excluding pension contributions) for the period of the leave. ²
- or*
- (ii) You wish your benefits package to lapse during the leave period. ³
- c. Personal leave. Please check either (i) or (ii).
- (i) You will pay both your own and the University's contributions to benefits (excluding pension) during the leave period. ²

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¹ Attach a letter from the sponsoring agency confirming this arrangement and providing the name and address of the person to whom benefit invoices should be sent.

² Arrangement for pre-payment of benefits premiums must be made before the leave commences. Contact the Supervisor, Benefits and Records in Human Resources.

³ Please check with the Supervisor, Benefits and Records in Human Resources before selecting this option as there may be special conditions attached to rejoining some plans.

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