



## REQUEST FORM FOR REASONABLE LATENESS

Employee Name: \_\_\_\_\_

Classification and FTE: \_\_\_\_\_

Union: \_\_\_\_\_ Local: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Work Site: \_\_\_\_\_

Date of Claim for Reasonable Lateness: \_\_\_\_\_

Start Time for Shift: \_\_\_\_\_

Time at Which Employee Arrived At Work: \_\_\_\_\_ No. Hours Claiming: \_\_\_\_\_

Description of Effort Made by the Employee to arrive at his/her Work Station at the Scheduled Time: (See note on reverse. Use additional space, if required)

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

☐ Approved

☐ Denied

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

c.c. H.R. Manager

**Notes:**

1. As per the Collective Agreement, the reason for lateness should not be related to individual or personal circumstances (i.e. place of residence, family responsibilities, transportation problems or car pools). Individual or personal circumstances would also include not being able to clear out the employee's driveway.
2. In order to make a successful claim for reasonable lateness, the employee must also adjust the start time of preparation for work to take into account all issues that would normally arise in adverse weather conditions such as snow covered roads, slow traffic and other such conditions brought on by poor weather.
3. To provide the Employer greater understanding, the employee should provide information as to extenuating circumstances beyond his/her individual situation that resulted in the lateness. Examples would include highway closures, bridge closures and other similar type situations that impact on the general community as a whole.
4. This form and the notes do not amend the specific wording as contained in the Collective Agreement.