

## Leave of Absence Form: Unpaid Leave

### Employee Details

Full Name:		EMPLID:	
Department:			
Group:		Status:	

### Leave Details

Date Last Worked:		Leave Start Date:	
Leave End Date:		Return to Work Date:	

Is a Record of Employment (ROE) required to be submitted to Service Canada to claim EI benefits?

### Sun Life Group Benefits Coverage During Leave – Benefits Enrolled Employees Only

#### 1. Coverage Maintenance:

Please select one:

I will NOT maintain Sun Life group benefits coverage during my leave.

I will maintain ALL my current Sun Life group benefits coverage by paying both the employee and employer shares.

I will maintain the following coverage during my leave by paying both the employee and employer shares:

Extended Health Care\*

Dental Care\*

Long-Term Disability\*

Basic Life and Accidental Death and Dismemberment (AD&D)\*

Optional Life Insurance(s)

Employee Critical Illness

Spousal Critical Illness

#### Important Notice

If you do not maintain optional coverage during your leave, only mandatory coverage(\*) will be automatically reinstated when you return to full-time work. To reinstate optional coverage, you must submit a health statement application to Sun Life. Sun Life reserves the right to approve or decline this application. For assistance, please contact [Total Rewards](#).

#### 2. Payment Method:

Deduct premiums from my final pay(s) before leave

Pay premiums through monthly pre-authorized debit from my bank account

### CAAT Pension Plan: Leave of Absence Purchase Option

You may purchase your leave of absence period within six months of returning to work by paying both the employee and College share of the cost. A quote will be provided by Total Rewards upon your return if you choose to purchase. Payment must be made within six months, or the actuarial cost will apply.

Please select one:

I will purchase my leave of absence period

I will not be purchasing my leave of absence period

Not Applicable (N/A)

### Computer Purchase Program:

If you participate in the Computer Purchase Program, deductions will resume when you return to work.

As outlined in the Computer Purchase Program agreement, if you do not return to work at the end of your leave of absence, you are responsible for paying the remaining balance on your computer purchase before your leave concludes.

### Signatures:

Employee:		Date:	
Manager:		Date:	
EVP, Academic*:		Date:	

\*Academic leaves only

### Submission Instructions:

Please obtain your supervisor's approval and signature, then submit this form to [Total Rewards](#) at least six (6) weeks before the start of your leave. This ensures that all necessary salary, benefits, and pension arrangements are in place before your leave begins.

If you require assistance, please contact [Total Rewards](#).