



APPLICATION FOR LEAVE WITH INCOME AVERAGING

Information on this form is used to assess requests for Leave with Income Averaging in accordance with approved policies. It is protected by the provisions of the *Privacy Act* and should be stored in standard employee bank PSE 901.

PART I - EMPLOYEE DATA

Surname (Print)		Given name / Initials	Personal Record Identifier
Department	Branch / Division / Section	Address	

PART II - APPLICATION

1st period of leave FROM:	TO:	Duration	
2nd period of leave FROM:	TO:	Duration	
I request a leave arrangement in accordance with the Leave with Income Averaging Policy.			Date
I agree not to work for the federal Public Service (organizations to which the <i>Public Sector Compensation Act</i> applies) during the above period(s) of leave.			Day Month Year () () ()
Signature _____			

PART III - ESTIMATED SALARY (to be completed by Compensation Unit)

Current Annual Salary _____ and Allowances	Bi-weekly amount _____	Deductions _____	Net Take Home (approximate) _____
Less leave without pay _____	Bi-weekly amount _____	There will be some adjustments in respect of certain statutory deductions such as Income Tax, CPP/QPP & UI and you may be able to adjust some voluntary deductions such as CSB and CO-OP.	
Reduced Annual Salary _____ and Allowances	Bi-weekly amount _____	Deductions Total _____ (Unadjusted)	Take Home _____ (Approximate)

PART IV - APPROVAL

☐ LEAVE ARRANGEMENT APPROVED	1st period of leave From: _____ To: _____	
	2nd period of leave From: _____ To: _____	
☐ Duration of leave arrangement (12 month averaging period)	From: _____ To: _____	
☐ I certify that the employee meets the eligibility criteria		
☐ LEAVE ARRANGEMENT NOT APPROVED for the following reasons: _____ _____ _____		
Responsibility Centre Manager (print name)	Responsibility Centre Manager (signature)	Date Day Month Year () () ()

