



Reference Chart for Leave Requests – BUS DRIVERS

Leave Type	Description	Advance Notice
Bereavement Leave	Bereavement Leave	No minimum
Family Sick	Family Illness (Paid)	No minimum
Illness/Medical Appointment	Sick – Self/Medical Appointment	No minimum
Jury/Health & Safety/Special Approved	Jury Duty	3 days
	Workplace Safety/Health Meeting	3 days
	Senior Admin. Approval	3 days
Short Term LOA (Without Pay)	Leave Without Pay	5 days
Long Term Leave of Absence (Att. Letter)	Leave Without Pay	5 days

This document is available in Employee Connect under the “Forms” tab.