



IBEW LOCAL 353

Pension & Benefits Plan

Leave of Absence Request Form

The *Employment Standards Act of Ontario* provides for a number of leaves of absence for the listed leaves. To qualify for continued benefits and pension coverage, you must be an active working member in benefits at the time of leave. You should notify your employer and the IBEW Local 353 Union Hall prior to taking a leave of absence. Complete, sign and date this form to maintain your benefits coverage and pension credits during a period of leaves listed below, and return to TEIBAS for processing. Visit myteibas.com for all other leave requests not listed on this form. All leaves are subject to the provisions and standards outlined in the *Ontario Employment Standards Act*.

If you have any questions or need any assistance in completing this form, please contact TEIBAS at 416-637-6789 or 1-800-267-0602 (toll-free).

1. Member Information (please print clearly in ink) – Required

Social Insurance Number (SIN) - (optional)		PIN – 10-digit number found on drug card	
Last Name	First Name	Middle Initial(s)	

2. Leave Information

Employer Name	
Leave Start Date (DD/MM/YYYY)	Leave End Date (DD/MM/YYYY)

Indicate type of leave request:

Organ Donor Leave – when available submit the form along with a medical certificate

Organ donor leave of up to 13 weeks is available for the purpose of undergoing surgery to donate all or part of certain organs to a person. In some cases, organ donor leave can be extended for up to an additional 13 weeks.

Attach a qualified medical practitioner certificate confirming you will undergo organ donation surgery, indicating the start date of the leave and end date of leave/or to extend a leave for a period of time because the employee is not yet able to perform the duties of their position.

Child Death Leave

Child death leave provides up to 104 weeks of leave related to the death of a child. "Child" means a child, step-child or foster child who is under 18 years of age.

Crime Related Child Disappearance

Crime related child disappearance leave provides up to 104 weeks with respect to the crime related disappearance of a child. "Child" means a child, step-child or foster child who is under 18 years of age.

Domestic or sexual violence leave

Domestic or sexual violence leave provides up to 10 days and 15 weeks in a calendar year of time off to be taken for specific purposes when a member or a member's child has experienced or been threatened with domestic or sexual violence. The first five days of leave taken in a calendar year are paid, and the rest are unpaid.

I consent to the collection, use and disclosure of all information provided on this form for the purposes outlined in the TEIBAS Privacy Policy. I also certify that all of the information provided on this form is correct and accurate to the best of my knowledge.

Your Signature: _____ Date: _____ (DD/MM/YYYY)



Mail, fax, or scan and email to members@teibas.com

TEIBAS | 110 Sheppard Avenue East | Suite 705 | Toronto ON, M2N 6Y8

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