



Personal Emergency Leave Form

Section A: Instructions

Requests for Emergency Leave must be provided to Human Resources in writing. In all cases, any requests for paid emergency leave must be made prior to the end of the pay period it is being processed. Unless there are exceptional circumstances, no retroactive payments will be processed for missed deadlines. It is the employee's responsibility to make the request in a timely manner. For more information on leaves, please consult the employee handbook.

Section B: Employee Information

Employee Name: _____ Date: _____
Department: _____ Jeffery's Greenhouses Plant 1 __ or Plant 2 __
Name of Manager or Supervisor: _____
Employment Status: Full Time Permanent _____ or Seasonal Contract _____

Section C: PEL Eligibility Information

Leave Start Date: _____ Return to Work Date: _____
Total Paid Days to be applied _____ (no more than 3) Total Unpaid Days to be applied _____

I waive my right to paid IDEL days to apply for Canada Recovery Sickness Benefit through The Canada Revenue Agency.

1. Reason for Leave (Please complete 1 to 3)

Employee Emergency
 Family Member **Name of Family Member:** _____ **Relationship:** _____

(specified family members only as defined in the Infectious Disease Emergency Leave (IDEL) and Declared Emergency Leave policy update May, 2021).

2. Type of Emergency:

Full Time Permanent and Seasonal Contract Employees

Vaccine Covid-19 Related _____ (explain; isolation, testing etc...)

Full Time Permanent Employees only

Illness Injury Medical Emergency Death

3. Documentation Attached:

Vaccine Receipt Covid-19 Test Results Other _____

(Attach or email documents to HR verifying type of emergency such as confirmation of vaccination received at time of vaccination, public health communications advising self-isolation, and Covid-19 test results)

Section D: Employee Signature

Employee's Signature _____
Date

Section E: Human Resources Manager Approval allisonb@jefferysgreenhouses.com

Approved Denied **Comments (if needed)** _____

HR Manager's Signature _____
Date