Employee Leaves Information

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| **Leave Type** |   |
| **Leave Reason** |   |
| **Employee ID** |   |
| **Employee Name** |   |
| **Site (SJHC/SMH/PHC)** |   |
| **Department** |   |
| **Manager Name** |   |
| **First Day of Leave** |   |
| **Last Day of Leave** |   |
| **Special Comments** |   |

To process a leave (eg. Maternity, parental), please fill out the chart below. Once complete, please copy and paste the chart and send to Dalbir.Singh@unityhealth.to . Failure to do so may result in the employee not being switched over to the ORA bridging account which will result in the employee on leave being paid out of their PI’s activity account.