



APPLICATION FOR LEAVE WITH INCOME AVERAGING

PROTECTED B WHEN COMPLETED

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*.

PART I EMPLOYEE DATA							
Surname (Print)		Given name / Initials		Personal Record Identifier (PRI)			
Research Centre / Branch / IRAP		Section / Group		Address			

PART II APPLICATION			
<i>(For estimated salary use the Compensation Web App (CWA) – Gross to net calculator available from MyZone. Once logged in select leave with income averaging under Basic Pay Information.)</i>			
1st period of leave		Duration (min 5 weeks to max 3 months)	
FROM:	TO:		
2nd period of leave		Duration (min 5 weeks to sum total of 3 months)	
FROM:	TO:		
12-month period of reduced salary to begin on: Note: Must start on a Thursday immediately following a pay day. If no date is provided it will commence when processed in Phoenix.			Date
			Day Month Year
I request a leave arrangement in accordance with the Leave with Income Averaging Policy. I agree NOT to work for the Canadian federal public service during the above period(s) of leave.			Date
<input type="checkbox"/> Electronic signature By checking this box, I understand that my electronic signature is equivalent to a handwritten signature and will be treated as such.			Day Month Year

PART III DIRECTOR SUPPORT			
<input type="checkbox"/> I certify that this employee meets the eligibility criteria.			
Responsible Director (Print Name)		<input type="checkbox"/> (Electronic signature)	
		By checking this box, I understand that my electronic signature is equivalent to a handwritten signature and will be treated as such.	
		Date	
		Day Month Year	

PART IV APPROVAL			
<input type="checkbox"/> I APPROVE this Leave with Income Averaging arrangement.			
Responsible Director General or equivalent (Print Name)		(Hand written signature)	
		Date	
		Day Month Year	
Leave arrangement NOT APPROVED for the following reason(s):			

Once completed, provide employee with copy and forward to "Pay / Remuneration (NRC/CNRC)" e-mail for processing at least 6 weeks before the start of the 12-month income averaging period. If urgent, contact Pay.