



# COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

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DÉPARTEMENT DES RESSOURCES HUMAINES  
HUMAN RESOURCES DEPARTMENT

## M E M O

**To:** Principals/Secretaries/Centers

**From:** Brigitte Thibodeau, Human Resources Department

**Date:** March 24, 2020

**Object:** New form for LOA 30 days or more

Please be advised that we have a new form available on our website for the leave of absence 30 days or more. This is the link: <http://www.essb.qc.ca/loaforms.html>  
You will find two different formats, PDF and fillable on screen.

Here is the procedure to follow:

- 1) This form must be completed and signed by the employee
- 2) The employee must send to the immediate supervisor
- 3) The supervisor must approve or refuse, sign and send to the DHR by email at [loa@essb.qc.ca](mailto:loa@essb.qc.ca)

This form will be processed only when it is received according to this procedure. It is important to notify your staff as soon as possible of this new procedure. Please note that there is a deadline for teachers to request a leave of absence without pay which is **April 1**. Please note this form is only available on our ESSB website underneath the staff tab.

Thank-you!

Should you have any questions, do not hesitate to contact me by e-mail.

cc: Esta  
SPPGIM  
ESUSS  
Payroll