

## Deferred Salary Leave Plan (DSLPL) Notification of Leave

### Instructions

This form is to be completed by the participant **at least 4 weeks prior** to going on the Deferred Salary Leave. The leave of absence start date is the date that you provided on your application form. Please confirm the start date of your leave with your manager at least 3 months prior to taking the leave. **Send the completed form to Compensation Services and it will be forwarded to CUMIS for processing.**

### Please Print

Employee Last Name	First Name	Initial	Social Insurance Number
Employee Home Mailing Address		City	
Province	Postal Code	Employee Number	
Date of Final Payday Deduction			
Leave of Absence Start Date		Leave of Absence Return Date	

Payment Instructions	
<b>Payment frequency:</b>  <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Lump Sum	<b>Cash Payment Instructions:</b>  <input type="checkbox"/> Cheque(s) requested <input type="checkbox"/> Direct Deposit - If you would like the payments deposited directly into your bank account please complete the information below:  Name of your Financial Institution: _____  Address _____  Bank Number _____ Transit Number _____ Bank Account Number _____ <small style="display: flex; justify-content: space-around;"> <span>(3 digits)</span> <span>(5 digits)</span> <span>(Maximum 12 Digits)</span> </small> <p style="text-align: center;"><b>Note: Please attach a void cheque for account verification purposes.</b></p>

### Employee Certification

<ul style="list-style-type: none"> <li>I have read the Plan Details of the DSLPL and understand and agree to the terms and conditions of the Plan.</li> <li>I understand that during the leave period, I cannot receive any salary from my Employer, other than the amounts deferred.</li> <li>I understand that following a leave of absence, a participant must return to employment for a period equal to the length of the leave.</li> </ul>	
Employee Signature	Date  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">_____ Month</div> <div style="text-align: center;">_____ Day</div> <div style="text-align: center;">_____ Year</div> </div>
Employing Authority	Date  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">_____ Month</div> <div style="text-align: center;">_____ Day</div> <div style="text-align: center;">_____ Year</div> </div>