

Please submit completed Request Form to Department Manager/Director by March 19, 2021. Applications received after this date can be considered by management subject to operational requirements.

Employee Department: \_\_\_\_\_ Employee Classification: \_\_\_\_\_

I hereby request an unpaid leave of absence (VRW day) for the following day(s) to a maximum of twenty (20) VRW days. The number of days and the specific dates requested are subject to approval by the Department.


If one or more VRW days is approved, I understand and agree to the following:

- That my salary will be adjusted to reflect the effect of the approved VRW day(s) by reductions in my bi-weekly payroll during the period of May 7, 2021, and March 25, 2022.
- Once requested VRW days are approved, I cannot change the total number of approved VRW days that I will take. Subject to the approval of the employing authority, the specific dates of the approved VRW day(s) may be changed. All VRW days must be taken by March 11, 2022.
- The approved VRW day(s) will be treated as a regular working day for the purposes of pension, group life insurance, and accumulated service calculations.
- Where operationally necessary, the Department may direct, with appropriate notice that I work on a previously approved VRW day. In that event, an alternate mutually acceptable VRW day will be selected in the fiscal year.
- If I incur a reduction in my salary, I may cancel my participation in the program in writing within two (2) weeks of incurring the reduction, and any related overpayment or underpayment will be adjusted by the Department.
- If I leave the employ of the Manitoba Government, any related overpayment or underpayment will be adjusted by the Department.

\_\_\_\_\_  
Employee Signature

No. of days requested: \_\_\_\_\_ No. of VRW days denied: \_\_\_\_\_ **Total approved no. of VRW days = \_\_\_\_\_**  
 Dates approved as requested

Date: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Employee Signature (if varied): \_\_\_\_\_

**Please submit all completed forms (approved or denied) to Pay and Benefits:**  
**[hrsc5@gov.mb.ca](mailto:hrsc5@gov.mb.ca) or mail to 1012A – 401 York Avenue, Winnipeg, R3C 0P8**

$$\frac{\text{# days}}{\text{daily hrs}} \times \frac{\text{total hrs}}{\text{VRW rate}} = \frac{\text{VRW rate}}{\text{total hrs}} \times \frac{\text{total hrs}}{\text{VRW rate}} = \frac{\text{VRW rate}}{\text{total hrs}} \div 24 = \text{_____ (bi-weekly deduction)}$$

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