



Request a change in status or role

[Click here](#) to email the Coordinator if you would like to request a:

- permanent shift change
- program change
- leave of absence (for a break in service longer than 30 days, see below) or
- if you are no longer interested in volunteering,

Or call 613-549-6666 ext. 2293 or stop by Volunteer Services

NOTE: post-secondary students will be contacted in December and March to indicate volunteer plans for winter term and spring/summer

Requesting a Leave of Absence

Short-term: We understand that from time to time physical health, mental health issues or personal schedules may prevent a volunteer from performing their volunteer duties (i.e. unable to stand or sit for long periods because of injury, recovering from surgery, dealing with overwhelming anxiety, taking care of a loved one who is unwell, etc.) In cases where you think the situation will be resolved soon simply contact Volunteer Services at your earliest opportunity so we can arrange a replacement if possible.

Long Term: We respect and appreciate commitment and dedication to volunteering but in longer term or more serious situations it may present a risk to you and to the hospital if you are on site and attempting to perform duties that you may not be in a condition to perform. In that case we will support a request for a leave of absence for up to 1 year until such time that the volunteer feels they are able to perform their duties. We may request that the volunteer meets with our Occupational Health Dept. &/or their family doctor to ensure that they are able to return & to seek their input to establish a return-to-volunteer-plan depending on the individual circumstances.