



# Calgary Progressive Lifestyles Foundation Vacation Pay Request Form

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

Name of Person requesting Vacation Pay: \_\_\_\_\_

Vacation Pay in Full (please circle): YES / NO

Vacation Pay amount being requested:

\$ \_\_\_\_\_

Employee: \_\_\_\_\_

Signature

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

## For Internal Use Only

Vacation Pay amount Paid out

Finance: \_\_\_\_\_

Signature

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

Please submit to [vacationpay@cplf.ca](mailto:vacationpay@cplf.ca).