



Calgary Progressive Lifestyles
Foundation

A registered charity supporting people with disAbilities
at home, work & in the community

Admin Staff Time Off Request Form

Name of person requesting time off: _____

Today's Date: _____ # of days off requested: _____

First day off: _____ Last day off: _____

Purpose of time off:

Bereavement

Sick

Vacation

Medical

Maternity

Parental

Other

Admin Staff's Signature

HR Representative

HR Representative's Signature

Date

Supervisor

Supervisor's Signature

Date

Please send all time off request forms to hr@cplf.ca and your supervisor.

Disclaimer

It is understood by the employee that to be paid for a statutory holiday, one must work their schedule shift before and after the holiday.

For residential support staff: time off requests are not required for pre-approved respite days. Any time off over and above the pre-approved respite days will be taken from the clients' residential budget and paid to the covering staff.