



Calgary Progressive Lifestyles
Foundation

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

Support Staff Time Off Request Form

Today's Date	
Name of person requesting time off	
First day requested off	
Last day requested off	
# of days off requested	
Purpose of time off	Bereavement Sick Vacation Medical Maternity Parental Other
Client(s) affected	
Work type affected	Residential/respice Hourly Both
Name of the Case Manager(s)	
Case Manager approved (office use only)	

Please send all time off request forms to reception@cplf.ca

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 respice days. Any time off over and above the pre-approved respice days will be taken from the clients' residential budget and paid to the covering staff.

Staff's Signature

Date

Acknowledged by HR Representative

Date