



Support Staff Time Off Request Form

Please send all time off request forms to timeoffrequests@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 stat 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.

Date of submission										
Full name of person requesting time off										
First day requested off										
Last day requested off										
Total # of days requested off										
Purpose of time off	<table border="0"> <tr> <td>Bereavement</td> <td>Maternity</td> <td>Parental</td> </tr> <tr> <td>Medical</td> <td>Vacation</td> <td>Leave of Absence</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </table>	Bereavement	Maternity	Parental	Medical	Vacation	Leave of Absence	Other		
Bereavement	Maternity	Parental								
Medical	Vacation	Leave of Absence								
Other										
Staff Signature										

Name of client(s) affected	#1	#2	#3
Work type affected	Residential/respite Hourly Both	Residential/respite Hourly Both	Residential/respite Hourly Both
Time of day			
Name of Case Manager(s)			

Office use only*

Case Manager Approval			
HR Signature			Date posted