CALGARY PROGRESSIVE LIFESTYLES FOUNDATION

Supporting people with disAbilities at work, at home and in the community since 1989.

CPLF Staff Time Off Request Form

Send all Time Off Request forms to **timeoffrequests@cplf.ca** for potential approval.

Name of Person Requesting Time Off: _____

Today's Date: _____ # of Days Off Requested: _____

First Day Off: _____ Last Day Off: _____

Purpose of Time Off

- ☐ Personal Leave
- ☐ Medical Leave
- ☐ Maternity/Parental Leave
- ☐ Bereavement Leave
- ☐ Compassionate Care Leave
- ☐ Leave of Absence (For periods exceeding 29 days)
- ☐ Jury Duty

Name of Supported Individuals(s) affected:

Name of CPLF Human Services Coordinator(s):

Work Type Affected:

- ☐ Residential/respite
- ☐ Hourly

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Staff's Signature

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.

Office Use Only*

HSC Approval

HSC Approval

HSC Approval

HR Signature

Date Posted