

Time Off Request Form Instructions

Updated: May 3, 2017

Compatible with: FireFox, Internet Explorer, Chrome, and Safari – Mobile phone friendly

1. Click [Time Off Request Form](#) – Requests to be submitted 5 weeks before the next 6 week posting as per the Date Reference Schedule (see Manager or Program Assistant for this)
2. In the form enter: Your name, email address, phone #, Program, Unit, Labour Class, Date of Shift, Length of Shift, Type of Shift, Reason for request, How much of the shift you need off (portion or entire), additional information, Payment Selection (PVD, Stat, OT time back, Education Leave, Other) – Do not enter bereavement (call your manager for this type of request), and any Notes related to the request

Time Off Request Form

Deadline for time off request is 5 weeks before the next 6 week posting period as per the Date Reference Schedule

	<p>Your Name *</p> <table style="width: 100%;"><tr><td style="width: 50%;"><input type="text"/></td><td style="width: 50%;"><input type="text"/></td></tr><tr><td style="text-align: center; font-size: small;">First</td><td style="text-align: center; font-size: small;">Last</td></tr></table>	<input type="text"/>	<input type="text"/>	First	Last
<input type="text"/>	<input type="text"/>				
First	Last				
	<p>Your Email Address *</p> <input type="text"/>				
	<p>Your Cell Phone # (best number to reach you at) *</p> <input type="text"/>				
	<p>Program *</p> <input type="text" value="-Select-"/>				
	<p>Unit *</p> <input type="text" value="-Select-"/>				
	<p>Labour Class *</p> <input type="text" value="-Select-"/>				
	<p>Date of Shift</p> <input type="text" value=""/> <small>dd-MMM-yyyy</small> <small>Night shift is the last shift of the day. Example: If you are working nights starting at 23:30 on March 23, 2017, you would choose March 23, 2017 as the date</small>				
	<p>Length *</p> <input type="text" value="-Select-"/>				
	<p>Type of Shift (Night, Day, Evening) *</p> <input type="text" value="Night"/>				

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Reason for request *

Type your reason here. ie. Medical Appt, Day off, attend event, etc

How much of the shift do you need off? *

Portion of shift (Please indicate below, in Additional Information, what time you need to be away from work)

Entire Shift

Additional Information:

Please indicate the time you need to be away from work, leave blank if you selected "Entire Shift"

Payment Options *

If choosing other please specify in the notes section.

Notes:

Add anything pertinent about your request. ie. I found X staff to replace me if your are unable to find someone

[Submit Your Time Off Request](#)

3. Press Submit Your Time Off Request
4. You will receive an automated email indicating the request was submitted
5. When the request is processed you will receive an email confirming the same