Time Off Request Form Instructions

Updated: May 3, 2017

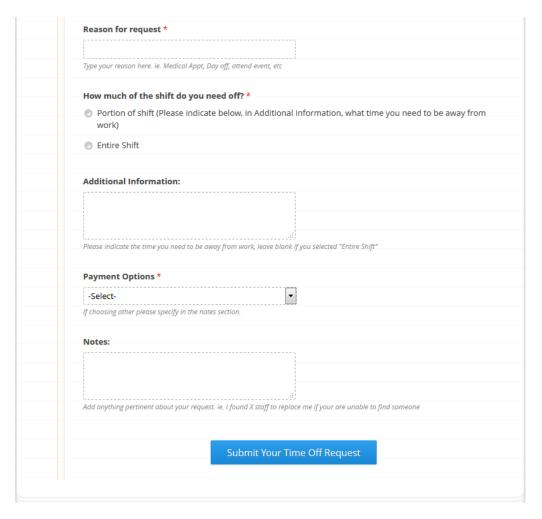
Compatible with: FireFox, Internet Explorer, Chrome, and Safari – Mobile phone friendly

- 1. Click <u>Time Off Request Form</u> 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	
	Your Name *
	First Last
	Your Email Address *
	Your Cell Phone # (best number to reach you at) *
	Program *
	Unit *
	-Select-
	Labour Class * -Select-
	Date of Shift
	dd-MMM-yyyy
	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
	Length *
	-Select-
	Type of Shift (Night, Day, Evening) * Night

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- 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