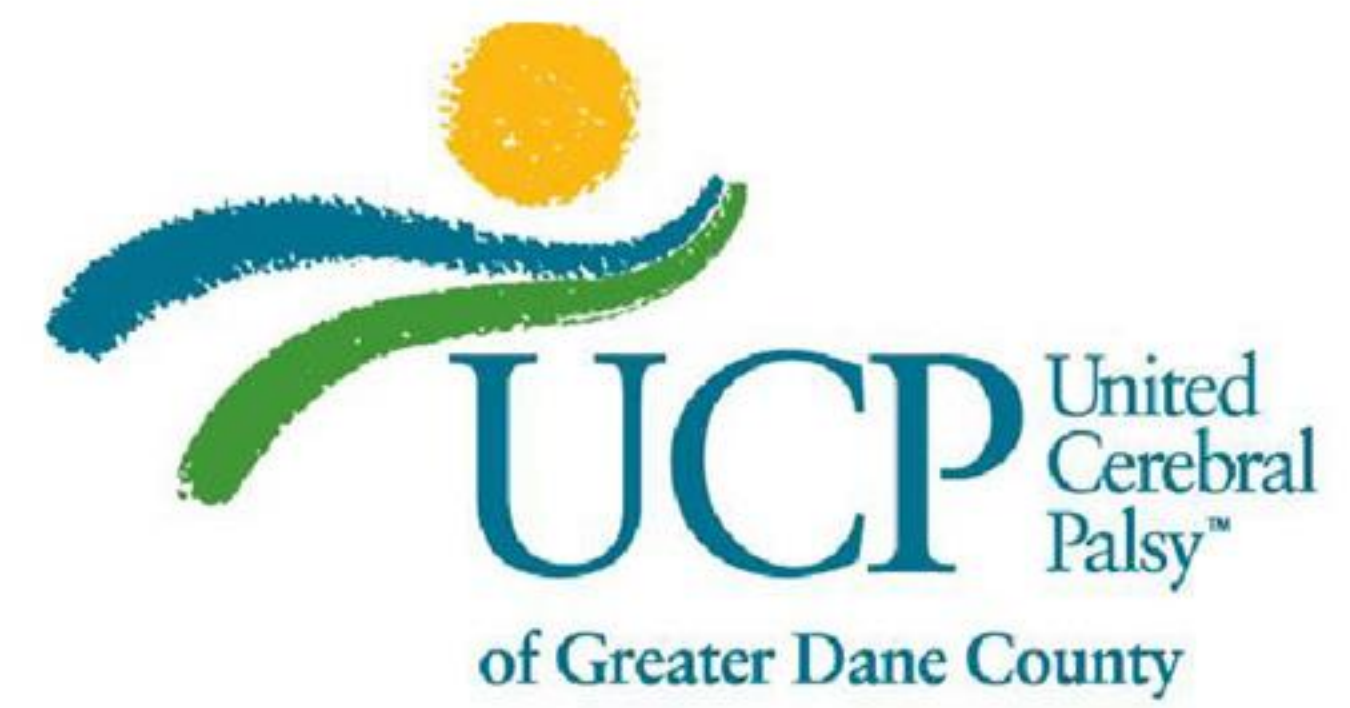


Inclusion Facilitator Time-Off Request Form

**Time-Off Request Policy:** Please remember that you were hired based in part on your schedule of availability and this availability is assumed to remain consistent for the entire semester. Additionally, your commitment to work for Youth Resources continues during times when UW, Edgewood and MATC may be on break (including winter break and spring break.)

If at any time you wish to have time off, you must submit a formal request. Time-Off requests should be submitted at least two weeks in advance. There is no guarantee that requests will be granted as we need to consider program continuity and ensure the services we provide are uninterrupted for families. Requests are approved on a first come, first served basis and for this reason, it is to your benefit to request time off further in advance whenever possible.



2801 Coho Street  
Suite 300  
Madison, WI 53713

tel 608.273.4434  
fax 608.273.3426  
web [ucpdane.org](http://ucpdane.org)

## Request Information:

NAME:

Today's Date:

Date(s) of  
Request:

Specific Time  
being Requested:

Save and e-mail this completed form to: [yr@ucpdane.org](mailto:yr@ucpdane.org)

You will be notified via e-mail if your time off has been approved within 3 business days. Please do not finalize plans until you have received this approval.