

**UFCC FORM****REQUEST FOR LEAVE**

Please complete all relevant fields on this form.

**Umbrella Family  
and Child Centres  
of Hamilton**

**DATE:** \_\_\_\_\_ **FULL NAME:** \_\_\_\_\_

**UMBRELLA CENTRE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ancaster Meadow - 93 Kitty Murray Lane, Ancaster                        | <input type="checkbox"/> Lincoln Alexander - 50 Ravenbury Drive, Hamilton |
| <input type="checkbox"/> Balacava - 280 10th Concession E, Freelon                               | <input type="checkbox"/> Michaelle Jean - 2121 Highway #56, Binbrook      |
| <input type="checkbox"/> Bellmoore - 35 Pumpkin Pass, Binbrook                                   | <input type="checkbox"/> Mount Hope - 9149 Airport Road, Mount Hope       |
| <input type="checkbox"/> Buchanan Park - 30 Laurier Ave, Hamilton                                | <input type="checkbox"/> Mountview - 59 Karen Crescent, Hamilton          |
| <input type="checkbox"/> Cathy Weaver - 160 Wentworth St. N, Hamilton                            | <input type="checkbox"/> Queensdale - 67 Queensdale Avenue, Hamilton      |
| <input type="checkbox"/> Dundana - 23 Dundana Avenue, Dundas                                     | <input type="checkbox"/> Ray Lewis - 27 Jessica Street, Hamilton          |
| <input type="checkbox"/> Dundas Central - 73 Melville Street, Dundas                             | <input type="checkbox"/> Rosedale - 25 Erindale Avenue, Hamilton          |
| <input type="checkbox"/> Eastdale - 275 Lincoln Road, Stoney Creek                               | <input type="checkbox"/> Shannen Koostachin - 110 Bellagio Ave, Hannon    |
| <input type="checkbox"/> Gatestone - 127 Gatestone Drive, Stoney Creek <input type="checkbox"/>  | <input type="checkbox"/> Sir Wilfrid Laurier - 70 Albright Road, Hamilton |
| <input type="checkbox"/> Greensville - 625 Harvest Road, Dundas                                  | <input type="checkbox"/> South Meadow - 23 Royce Avenue, Stoney Creek     |
| <input type="checkbox"/> Helen Detwiler - 320 Brigade Drive, Hamilton                            | <input type="checkbox"/> Templemead - 62 Templemead Drive, Hamilton       |
| <input type="checkbox"/> Hillcrest - 40 Eastwood Street, Hamilton                                | <input type="checkbox"/> Viola Desmond - 50 Secord Drive, Hamilton        |
| <input type="checkbox"/> James MacDonald - 200 Chester Avenue, Hamilton <input type="checkbox"/> | <input type="checkbox"/> Winona - 301 Lewis Road, Winona                  |
| <input type="checkbox"/> Lawfield - 45 Berko Avenue, Hamilton                                    |   |
| <input type="checkbox"/> HEAD OFFICE - 310 Limeridge Rd W #9, Hamilton                           | <input type="checkbox"/> Other: _____                                     |

**DATES INCLUSIVE FROM:**

\_\_\_\_\_ to \_\_\_\_\_  
(DD/MM/YY) (DD/MM/YY)

TOTAL HOURS: \_\_\_\_\_

**CHOOSE ONE THAT APPLIES:**

- |   |             |       |
|---|-------------|-------|
| <input type="checkbox"/> Vacation Day(s)      | # Remaining | _____ |
| <input type="checkbox"/> Sick Day(s)          | # Remaining | _____ |
| <input type="checkbox"/> Sick/Personal Day(s) | # Taken     | _____ |
| <input type="checkbox"/> Lieu Time            | # Taken     | _____ |
| <input type="checkbox"/> Leave of Absence     |             |       |

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Last Revision Approved:** December 7, 2021

**Date of Next Review:** December, 2022