

Time Off Request Form

Name: _____

Date: _____

Requested Dates of Absence

First Date of Absence: _____

Last Date of Absence: _____

Reason for Absence (Consult Enhanced Training Policies for Guidance):

Additional Details to Support the Reason Stated Above:

Signature

Complete and submit page two (reverse side) as well.

Time Off Request Form

I acknowledge that:

1. For my Time Off Request to be considered, I must complete and submit each of the following in their entirety, via email to the CFI **and** the Flight School Director:
 - CAD CPL MIFR Time Sheet (CAD1 or CAD2) or PPL Time Sheet (CAD PPL),
Note: Students in CAD 1 who have not completed their PPL entirely, must submit BOTH time sheets
 - This *Time Off Request Form* (Both Sides)
2. I must complete this process for each period of time off requested and may not use one application for multiple periods of absence,
3. Any time off that is granted will have a negative effect on my completion timeframe, including the possibility of cumulative delays should weather, maintenance, skill development and other external factors develop when I return to training,
4. SIFC cannot provide a guarantee of a reasonable timeframe to complete the program upon my return,
5. I may be placed on a reduced training priority upon my return,
6. I must be prepared to adhere to a more strict schedule upon my return to training in an attempt to catch up,
7. There may be additional costs associated with any time off, including, but not limited to: additional currency reviews, one-on-one lesson reviews, additional aircraft, simulator and instructor time,
8. Should I be unable to catch up upon my return, regardless of the reason, I may face removal from the program, or be required to file for a deferral of the remaining training to a subsequent school year,
9. I have read and understand all SIFC and Okanagan College policies and will comply with them if I wish to complete my training, and
10. This application is only valid for time off from SIFC-supplied courses: I have to follow Okanagan Policies and Procedures for requested time off from Okanagan College-supplied courses.

Print Name

Signature

Date