



## Request To Be Removed from a Shift

A minimum of two week's notice is required to be removed from a shift. The effective date of this Notice will be the date this form is received at the UCPSA office at 635 North Craycroft, Tucson, AZ.

Employee's name:	
Consumer's name:	
Program manager's name:	
Days scheduled with client: Sun M Tu W Th F Sat (please circle)	Services provided: ANC HAH HAI RSP HSK HID (please circle)
Hours scheduled to work:	
Reason for request:	
Employee signature:	
Received by:	Date received:
<input type="checkbox"/> Program manager called/informed employee of effective date	Date effective:



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