

TRAINING REQUEST FORM (Corporate Staff)

Your request for authorization to attend external training sessions and courses, including fees and expenses reimbursement and time away from work must be submitted to, and approved in advance by, your immediate supervisor or his/her designate.

Employee Information

Name:

Today's Date:

Number of Days Requested:

Starting on:

Ending on:

I will return to work on:

Course Information

Name of Course:

Course Date(s):

Course offered by:

Delivery Location:

Brief Summary of Course Content (attach a course description):

Purpose of Training

How will this training benefit you and/or the Corporation?

Employee Certification

I am requesting:

- ☐ Time away from work
- ☐ Reimbursement for Course Fees in the amount of: \$
- ☐ Travel or other Expenses: (Be specific)

Where time off is being requested, attach a completed Time Off Request Form.

I understand that attendance at training sessions and time away from work is subject to management approval and Corporate policies.

Employee Signature: _____ Date: _____

Approval

APPROVED: ☐ YES ☐ NO

Supervisor/Manager Approval: _____ Date: _____

Before authorizing the employee's attendance, the immediate supervisor shall ensure appropriate service coverage is maintained.

