



SHORT LEAVE FORM
CANADIAN CADET ORGANIZATIONS
 To Be Used for Cadet Leave Requests not Exceeding 72 Hours



SECTION 1: Leave Request

Surname _____	First Name _____	Rank _____												
Division / Platoon / Flight _____	Date _____													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Type:</td> <td style="width:50%;">Duration:</td> </tr> <tr> <td>General Leave <input type="checkbox"/></td> <td>Mandatory Trg Night <input type="checkbox"/></td> </tr> <tr> <td>Sick Leave <input type="checkbox"/></td> <td>Admin Night <input type="checkbox"/></td> </tr> <tr> <td>Compassionate Leave <input type="checkbox"/></td> <td>Trg Weekend <input type="checkbox"/></td> </tr> <tr> <td>Special Leave <input type="checkbox"/></td> <td>Other Activity: <input type="checkbox"/></td> </tr> <tr> <td>On -Duty <input type="checkbox"/></td> <td></td> </tr> </table>			Type:	Duration:	General Leave <input type="checkbox"/>	Mandatory Trg Night <input type="checkbox"/>	Sick Leave <input type="checkbox"/>	Admin Night <input type="checkbox"/>	Compassionate Leave <input type="checkbox"/>	Trg Weekend <input type="checkbox"/>	Special Leave <input type="checkbox"/>	Other Activity: <input type="checkbox"/>	On -Duty <input type="checkbox"/>	
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On -Duty <input type="checkbox"/>														
Location: <input type="checkbox"/> Home <input type="checkbox"/> School <input type="checkbox"/> Employment <input type="checkbox"/> Other (Specify in Details Section)														
Details: 														
Requester's Signature _____	Date(s) of leave requested: _____													

SECTION 2: Authority

Recommendation:	<i>Parents Notified:</i>	Yes / No
Cox'n / RSM / SWO: _____ Signature _____ Date _____		Approved / Denied
DO / PIComd / FltComd: _____ Signature _____ Date _____		Approved / Denied
Approval:		
Commanding Officer: _____ Or Designate _____ Signature _____ Date _____ Time _____		Approved / Denied

- | | | |
|--|---|--|
| <input type="checkbox"/> Leave is approved.
To be placed on Attendance Register. | <input type="checkbox"/> Leave is denied.
Returned to cadet with full explanation of circumstances. | <input type="checkbox"/> To be entered/corrected into FORTRESS after event has passed. |
|--|---|--|

When complete this form to be included with the Attendance Registry for activity before final accounting in FORTRESS.

