



# Access North

Center for Independent Living of Northeastern Minnesota

Assisting individuals with disabilities to live independently, pursue meaningful goals, and have the same opportunities and choices as all people.

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[www.accessnorth.net](http://www.accessnorth.net)  
An Equal Opportunity Employer

Today's Date \_\_\_\_\_

## EXTENDED HOLIDAY HOURS REQUEST FORM

If you are requesting increased hours to work on one of the standard Union Holidays that is over the daily authorized time, please follow the procedure below...

**Have your Consumer/RP call their Qualified Professional (QP) no later than one business day before the Holiday to request the number of hours to be worked and complete this form found on the Access North website.**

Return this form to [hcbsinfo@accessnorth.net](mailto:hcbsinfo@accessnorth.net)

**No additional hours will be accepted after the Holiday.**

Date Requested	What is the number of Daily Assessed Hours? <small>(Please reach out to your QP if uncertain of this number.)</small>	Total Number of Hours Requested

Reason for increased hours request \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DSP \_\_\_\_\_  
PLEASE PRINT NAME

Consumer/RP \_\_\_\_\_  
PLEASE PRINT NAME

DSP \_\_\_\_\_  
DSP SIGNATURE

Consumer/RP \_\_\_\_\_  
CONSUMER/RP SIGNATURE

**FOR OFFICE USE ONLY**

Must be reviewed by HCBS Manager:

Approved

Not Approved