



98-029 Hekaha St. Unit 30 Aiea, HI 96701
Phone: (808) 484-2205 Fax: (808) 488-2151

**LEAVE/VACATION NOTIFICATION
RESPITE REQUEST**

TO: Nightingale Case Management, Inc.

CC: Community Ties of America

FROM: _____

DATE: _____

I, _____ will be on leave from _____ to _____.

Reason for leave: _____
(Vacation, emergency, etc.)

I have informed the client/family of my vacation. Nightingale Case Management, Inc. will respite my clients to another qualified CCFFH foster home. I will notify Nightingale Case Management, Inc. if I am unable to come back on the scheduled return date as soon as possible.

Thank You.

PCG

Date