



University of Calgary Staff Parking Notification Form

Primary Site:		
ACH	RGH	RRDTC
FMC	SPT	Other
PLC	SCHC	_____

U of C Employee Name:	U of C Employee ID #:	AHS Employee ID #:	Status:
<input type="text"/>	<input type="text"/>	<input type="text"/>	FT PT

Home Address:	Home Phone:	Work Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you wish to be added to Parking Wait List or Transfer List?	YES	NO	Email Address:
Requested Lot(s):	<input type="text"/>		<input type="text"/>

To Be Completed by Parking	Effective Date:	Monthly Lot Rate:
Start Cancel Change	<input type="text"/>	<input type="text"/>

Access Card #:	Permit#:	Assigned Lot#:
<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYROLL EFFECT THE FOLLOWING CHANGES:

- Start Payroll deduction in the amount of \$ _____ per month.
- Cancel Payroll Deduction on the effective date _____
- Change rate from \$ _____ per month to \$ _____ per month.
- Leave of Absence

Notes:

I, the above named University of Calgary Employee, hereby accept the Alberta Health Services parking privileges and all associated conditions and costs for as long as the parking access and permit is in my possession. I further authorize my employer to make the changes and make such deductions from my pay as noted above. Deductions will continue until the parking access and/or permit is return to the AHS, Parking Office.

Parking Regulations:

Parking Permits and Access Cards remain property of the Alberta Health Services and must be returned upon termination of parking and/or employment. **Failure to do so will result in parking fees being charged until such time as the permit is returned.** Parking permits must be displayed according to the regulations given with or on each permit. Parking privileges are limited to the designated lots specified within this application. Failing to abide by any of the regulations as outlined in the "Parking Regulations" on the AHS Parking website, may result in termination of parking privileges or a violation notice.

This is Mandatory. Should you transfer to another position within AHS or change your primary site, you must advise Parking Services. Should you wish to cancel your parking at any time, it will be your responsibility to submit a Parking Cancellation form to Parking Office otherwise parking costs will continue be deducted. Leave of Absences (including sick leave and maternity leave) will still be charged for parking unless the permit is returned. Any vehicle parked or operated on AHS property is done solely at the risk of the owner/operator.

I have read, understood and agree to abide by the Parking Regulations as mentioned above, and will be responsible for any charges or penalties incurred by the use/misuse of permits or access cards. I herby apply for a parking privileges and authorize deductions form my payroll cheque (where applicable).

Employee Signature:	<input type="text"/>	Approved by (Parking Services):	<input type="text"/>
Date:	<input type="text"/>	Phone:	<input type="text"/>