

Employee Vacation Form

TIP: Check the calendar before you start to make sure the date is available.

I would like to request the following dates off as **paid / unpaid** vaction time. Below is my plan of who will cover me while I am away. If this request is approved, I will:

Teachers/Instructors:

- Inform your parents by email that I will be away and that _____ will be covering for me.
- Add the dates into my Google Calendar and the Events Calendar.
- Review with the staff member who is providing coverage for any files, plans and reports needed to cover my position.
- Be sure to thank the staff member for their help upon my return!

Administration Staff:

- Add the dates into my Google Calendar and the Events Calendar.
- Access to any keys, binders, rooms, and closets needed to do the job.
- Review prior to my leave the files, plans and reports needed to cover my position with the staff member providing coverage for me.
- Be sure to thank the staff member for their help upon my return!

My Name		From (DD/MM/YY)	To (DD/MM/YY)
Position to fill	Paid / Unpaid	Reason for Request	
Replacement Plan		Initial of staff providing coverage	

**The responsibility of the replacement staff is to fill the job of the staff to the best of their ability.*

Approved: _____ In Google: _____