

# EMPLOYEE REQUEST FOR TIME OFF

*Spartanburg Christian Academy*

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

Employee's Name \_\_\_\_\_ Position \_\_\_\_\_

Date Requested \_\_\_\_\_

☐

Full Day

☐

Half Day (7:30-11:30)

☐

Half Day (11:30-3:15)

Reason for Time Off

☐

Personal

☐

Professional

Is a Sub needed?

☐

Yes

☐

No

Do you have morning/afternoon duty?

☐

Yes

☐

No

If yes, **where** and **what time**? \_\_\_\_\_

Sub Lesson Plans will be located \_\_\_\_\_

## **OFFICE USE ONLY:**

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Sub Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Sub will be \_\_\_\_\_