

REQUEST FOR SUBSTITUTE

I, _____ hereby request leave on _____
 (PLEASE PRINT) (DATE)

Please secure a substitute for me:

_____ Entire day
 _____ Partial day _____ to _____

REASON FOR ABSENCE

BEREAVEMENT	COACHING	COMMUNITY SERVICE	FLOATING HOLIDAY	PERSONAL	PROFESSIONAL	SICK	FAMILY SICK	ADDITIONAL PERSONAL - USES SICK	1:1 TRADE UP TO 5 SICK FOR PERSONAL	VACATION	OTHER

_____ EMPLOYEE SIGNATURE _____ DATE OF REQUEST

ADMINISTRATIVE ASSISTANT COMPLETES:

Sub scheduled: _____
 Date scheduled: _____

**ONCE A SUB IS SECURED
 EMPLOYEE MUST REQUEST THE LEAVE THROUGH THE TIME CLOCK SYSTEM**

LCSD 1 WEB-SITE / STAFF LINKS/ TIME CLOCK
 BADGE / ID = THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY NUMBER
 PIN = 0 (IT IS RECOMMENDED THAT YOU CHANGE YOUR PIN)
 CHOOSE APPROPRIATE BUTTON FROM LEFT SIDE OF SCREEN FOR AMOUNT OF LEAVE NEEDED -
 REQUEST PARTIAL DAY OFF **OR** REQUEST DAY OFF **OR** REQUEST CONSECUTIVE DAYS

COMPLETE:
 DATE
 AMOUNT OF TIME – ENTER TIME IN HOURS
 PERSONAL TIME – CLICK ON DOWN ARROW AND CHOOSE APPROPRIATE LEAVE
 NOTES –
 ENTER SUB’S NAME,
 FOR PROFESSIONAL LEAVE ENTER WHAT, WHERE, WHY AND COST.
 ENTER ANY ADDITIONAL INFORMATION REGARDING YOUR LEAVE
 AN EMAIL WILL BE SENT TO YOUR SUPERVISOR AND TERESA FOR APPROVAL OF THE LEAVE. ONCE YOUR LEAVE IS APPROVED, YOU WILL RECEIVE ANOTHER EMAIL