

Waldorf School of Louisville Sub Needed / Time-Off Request Form

Substitute Tracking for Faculty & Administrative Employees

Form is to be completed by Employee Requesting Time Off

This form has multiple purposes including payroll processing, substitute tracking and paid time off tracking. Hourly employees must receive prior authorization for scheduled time off from their Lead Teacher (EC) or Administrative Director (All), Grades Teachers must receive prior authorization for scheduled time off from the Faculty Chair. This form will also be used by the Administrative Office for tracking time off for payroll processing.

Name: _____ Class(es) to cover: _____

Form Submitted (Date): _____ Date(s) Requested: _____

Check One:

- ☐ Scheduled
OR
☐ Unscheduled

Check One:

- ☐ Personal / Sick / Vacation
☐ Mentoring
☐ Professional Development / Compliance

☐ Other (Please specify):

Check if Applicable:

- ☐ Notify Class Parents ☐ Complete & Post Sub Coverage Calendar

<u>DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>SUB – WHO IS COVERING?</u>

Employee's Signature

Date

Administrative Director's Signature (if scheduled)

Date

To be completed by Administrative Staff

Days Used: _____ Days Remaining: _____

Notes: _____

Teacher or Faculty Authorization by: _____

Administrative Director's Signature (if unscheduled)

Date