

Vacation/Pre-Arranged Sick Day Notification

Staff Name: _____

Dates Vacation/Sick Day will be used:

- Substitute(s) Needed
- Vacation** All day
- Vacation Partial day, from _____ to _____

- Sick** All day
 - Sick Partial day, from _____ to _____
-

Employee's Signature _____ Date _____

Received by _____ Date _____
Principal

Person who notified sub caller _____ Date _____

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