

QUICK LEAVE FORM

This form is to be completed if you need to leave early or arrive late and a substitute hire is not needed but coverage within the building will take place. (For appointments, coaching, etc. – less than ½ day). The requested amount of time must be made up within a reasonable time (unless school related).

Name \_\_\_\_\_ Date \_\_\_\_\_

Reason for request \_\_\_\_\_  
\_\_\_\_\_

Date for request \_\_\_\_\_ Arrival/Departure Time \_\_\_\_\_

Person(s) covering \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Initials \_\_\_\_\_

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