



Oasis Academy Employee Leave Request Form

Substitute Needed? In-House Sub: (Name): _____

Date(s): _____

Employee Name: _____

Substitute: _____

- Reason for substitute:** Vacation (PTO) (2 Days per year)
 Sick (8 Days per year)
 Professional Development
 Other, please explain (i.e. Jury Duty, etc.)

Please select one: Whole day (8 hours) Hours (if Other) _____
 Half day (4 hours)

Employee's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____