

2-Hour Child/Grandchild Event Request

*Please complete the following form and return it to Human Resources prior to your absence.
HR will enter it in Willsub. Please indicate if a sub will be needed and if you have someone
arranged to cover.*

Name: _____ Date of Event: _____

Time In: _____

Time Out: _____

Event: _____

Sub Needed: YES NO Sub name _____

Signature: _____ Date: _____

Administrator Signature: _____ Date: _____