

## Staff Sub Form

Hi! My name is \_\_\_\_\_  
and I have a conflict and need a sub for my **AM** \_\_\_\_ **PM** \_\_\_\_  
shift on \_\_\_\_\_  
Day of the week \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

So you're aware, it **IS** \_\_\_\_ **IS NOT** \_\_\_\_ my activity day.  
But It's cool, because I got \_\_\_\_\_  
to cover my shift for me. So it's all good.

**If my sub can't cover a whole shift, comes in late or leaves early (or anything else that's relevant) here's that info:**

Hey, I'm the sub, and by signing, I agree to cover the shift. I also agree that if it is an activity day, I will be responsible for doing the scheduled activity or providing one of my own. And I understand that if I can't come in on this date, I will be responsible for finding another sub for the shift so everything is covered and we're not short-handed.

Sub Signature: \_\_\_\_\_  
Director's Signature: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

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