

## Educator Leave Form

*Educator Leave Form must be sent to the office no later than  
**2 weeks** prior to your leave date.*

Name of Educator: \_\_\_\_\_

Start Date of Holidays: \_\_\_\_\_ Last date of holidays: \_\_\_\_\_

Return to work date: \_\_\_\_\_

Date "Holiday Booking Request" was sent to the service through Harmony: \_\_\_\_\_

Child's Name	Parent/Guardian signature	Is alternate care required Yes OR No	If alternate care is required: please indicate dates, hours of care and if applicable the preferred educator.

## SIDE B: COORDINATION UNIT STAFF TO COMPLETE

Date received at the office: \_\_\_\_\_

Date put into internal calendar: \_\_\_\_\_

Date checked that holiday booking request has come through Harmony: \_\_\_\_\_

Date alternate care processed: \_\_\_\_\_

<b>Child's name</b>	<b>Name of alternate educator/s</b>	<b>Booking entered into Harmony</b>	<b>Alternate educator fees/details provided to the family</b>	<b>Once care Complete, unassign the child from the educator in Harmony</b>