



CLARENCE FAMILY DAY CARE SCHEME

Educator's Leave

Educators taking leave need to notify the office in writing prior to their proposed leave. This is particularly important with assessors from the Education and Care Unit visiting the scheme and FASCIA compliance visits have commenced, as the scheme needs to have documentation of educators' working days and periods of leave.

If you are ill, or have an emergency, please call the office to advise that you are not working

Name: **Date:**

I will be taking:

- | | |
|--|---|
| <input type="checkbox"/> Personal leave | <input type="checkbox"/> Funeral |
| <input type="checkbox"/> Holiday leave | <input type="checkbox"/> Maternity leave |
| <input type="checkbox"/> Sick leave | <input type="checkbox"/> Other |
| <input type="checkbox"/> All children in care away | <input type="checkbox"/> Educator's own children sick |

First day of leave:

Last day of leave:

Return to work on:

First day of leave:

Last day of leave:

Return to work on:

Educator's signature:

Staff member's signature: