

# Clubhouse Kids Missing in Action Form

Name: \_\_\_\_\_

Clubhouse Kids Location: \_\_\_\_\_

**Mark one of the two checkboxes below, complete the corresponding area, sign & date, and turn-in**

Submit a request to Clubhouse Kids for upcoming days or times off of work:

\*As outlined in the Employee Handbook, leave will not be approved for the following required "employee available to work" weeks:

1) During the first two weeks or last one week of the school year; 2) During the first or last week of summer camp; 3) During Orientation & Setup Week.

The date(s) requesting to be off: \_\_\_\_\_ CIRCLE ONE: AM, or PM, or AM & PM, or All-Day Shift

If you have available PTO, and these dates are PTO allowed, use PTO for these dates? \_\_\_ Yes \_\_\_ No

If yes, choose one: \_\_\_ Use available PTO to cover as much of this time off as possible.

\_\_\_ Use this much PTO: \_\_\_\_\_

The person(s) who will cover my shift(s): \_\_\_\_\_

Advise Clubhouse Kids of recent unplanned days or times when I was not at work:

The date(s) missed/off: \_\_\_\_\_ CIRCLE ONE: AM, or PM, or AM & PM, or All-Day Shift

If you have available PTO, and these dates are PTO allowed, use PTO for these dates? \_\_\_ Yes \_\_\_ No

If yes, choose one: \_\_\_ Use available PTO to cover as much of this time off as possible.

\_\_\_ Use this much PTO: \_\_\_\_\_

The person(s) who covered my shift(s): \_\_\_\_\_

Reason for missing work: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_