

## 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: \_\_\_\_\_ Building: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time Out: \_\_\_\_\_ Time In: \_\_\_\_\_

Event: \_\_\_\_\_

Sub Needed:  YES  NO Sub name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_