

Early Childhood Education and Care Services

Educator Leave Form



Educator name: _____

Please email form to educatorsupport@windermere.org.au prior to taking leave.

I will be taking leave from Family Day Care

From: _____ (first day of leave) to _____

I will be available to provide care from _____

Please ensure you delete all attendances in Hubworks for the above period of leave unless your children are attending a relief educator and submit Vacancies.

***Families that you would like contacted who require relief care**

Public holidays within your leave dates cannot be charged.

Leave commencing or concluding on a public holiday, booked hours can be charged as an absent and CCS will be paid. Educators must inform families prior to taking leave if charging for public holidays on your first or last day of leave.

I have informed my families I will be charging booked hours as an absent on my first or last day of leave due to a public holiday.

Yes		No		NA	
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Signed _____ Date: _____