

Caller Sub Replacement Form Agreement

Caller needing sub (print): _____

Caller substitute (print): _____

Date and Time for Sub to work: _____

You are responsible for making sure your shift is covered. Therefore, it is to your benefit to verify that your substitute called to confirm the shift change. **A substitute cannot use an absence to cover the shift.**

If you are subbing for someone else, you are now accepting responsibility for this shift as a scheduled shift for yourself. **If you are unable to attend this shift for any reason, you must find a replacement sub; this is your only option.** Otherwise, you will receive attendance points.

Caller needing sub signature: _____

Caller substitute signature: _____

Manager signature: _____ Date Received: _____

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