



Our Lady of
Mercy College

DAYS IN LIEU CLAIM FORM

Please note that days in lieu are to be used in the same calendar year as the camp/excursion/event. If the camp/excursion/event is scheduled in Term 4, days in lieu are to be used before Term 2 in the following calendar year.

Name: _____

Camp/Excursion/Event: _____

Days in lieu available: _____ **Day/s**

Date/s of leave: _____

Signed: _____

Signed (HOLA): _____

Please provide this completed form to the Principal's Personal Assistant for Executive approval (at least 4 weeks before leave).

Executive Approval: **YES / NO**

After approval, please

- Notify the Relief Coordinator**
- Organise class notes and classwork**

Enjoy your time off

