



Dear _____ <insert Manager/employer name>,

Your student/employee requests permission to be excused from his/her work shift which coincides with their religious education class at _____ <insert parish name here> . We understand these unprecedented times require all hands on deck. We hope you and your employee are able to identify an alternative shift schedule that allows them to attend our religious education classes while retaining their hours. Our goal is to collaborate with you to enrich your employees work ethic and spiritual practice at the same time. Please feel free to reach out if you have any questions or concerns.

Fr. Edward Tlucek
Office: 262-534-2255

Please return slip to your youth minister

I, _____, hereby authorize _____ to be excused from a particular shift in order to attend his/her religious education program.

Manager's Signature: _____ Date: _____

Student's Signature: _____ Date: _____