

## ABSENT EMPLOYEE AND SUBSTITUTE TEACHER REPORT

This form must be completed for each pay period (1<sup>st</sup>-15<sup>th</sup> or 16<sup>th</sup>-30<sup>th</sup>/31<sup>st</sup>) by the absent employee's supervisor. Substitute employees for non-teaching personnel should complete a Payroll Sheet for payment. Submit the completed form to the District Office on the 1<sup>st</sup> and 16<sup>th</sup> of each month for recording absences and for paying substitute teachers.

Absent Employee (*Print legal name*): \_\_\_\_\_ Employee No.: \_\_\_\_\_

### Fiscal Year: 2023-2024

Month/ Day Absent	Time employee was absent		Total Hrs Absent (exclusive of lunch)	Reason for Absence Code (See Below)	Substitute Teachers (Print Legal Name)	Emp. No.	K - 6	7 - 12							Account Codes <i>If the absent employee was on Staff Development Leave, record the appropriate Account Code and Travel Authorization Number (TA#).</i>		
	From	To					Portion of the Day (1/4, 1/2, 3/4 or 1)	Periods (Do not include prep period)									Account Code
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Absence Code Key

- Association Leave...ASL
- Extra-Curricular....XTR
- Funeral.....FNL
- Illness: Family.....FAM
- Illness: Personal.....PI
- Holiday.....HOL
- \* Inclement Weather..INC
- Jury Duty.....JUR
- Leave Without Pay.LWOP
- Military Leave.....MIL
- Personal Leave.....PL
- Policy 435.....435
- Professional Leave.PRF
- Snow Day.....SNO
- Staff Dev. Leave....SD
- Student Field Trip..SFT
- Vacation.....VAC
- Workers Comp.....WCI
- \* AFSCME Members only

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Substitute Teacher's Signature

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Substitute Teacher's Signature

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Substitute Teacher's Signature

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Substitute Teacher's Signature

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Substitute Teacher's Signature

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Substitute Teacher's Signature

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Employee Signature

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Principal's/Supervisor's/Staff Development Committee Chairperson's Signature

\_\_\_\_\_  
Date