

# Seymour **Elementary** School

## Employee Report of Absence and Substitute Pay Voucher

This form is used to track all employees absences and to pay substitutes.  
If an employee is absent and a substitute was used, both sections A and B must be completed.

<b>A. Employee Name:</b> _____		
(Please Print)		
_____	I hereby <b>request leave of absence</b> for the date(s) listed below	
_____	I <b>have been absent</b> on the date(s) listed below	
	<b><u># of days</u></b>	<b><u>Dates Absent</u></b>
Personal	_____	_____
Vacation	_____	_____
Professional Development	_____	_____
Extra-Curricular Act. (Golf, Cross Country, FFA Activities, etc.)	_____	_____
Explanation, if needed: _____		
_____		_____
Employee Signature		Date

<b>B. Substitute Name</b> _____		
Date: _____	Class Taught: _____	
Account Code: Elementary – 1110-6121	Library – 2220-6121	PD – 2214-6121
(Circle One)		
Special Education – 1221-6121	Sp. Ed. Non-Certified – 1221-6161	
Title I Certified K-12 – 1250-6121	Title I Non-Certified – 1250-6161	
Explanation, if needed: _____		
Amount Due: _____	Number of Hours _____	
Substitute Signature: _____		

If you are reporting an absence only and no substitute was used, complete Section A.

If a substitute is used and a staff member is not absent, only complete Section B.

Building Principal/Supervisor Confirmation \_\_\_\_\_