

Seymour High 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.**

A. Employee Name: _____
(Please Print)

_____ I hereby **request leave of absence** for the date(s) listed below

_____ **I have been absent** on the date(s) listed below

	<u># of days</u>	<u>Date(s) Absent</u>
Personal _____	_____	_____
Vacation _____	_____	_____
Professional Development _____	_____	_____
Extra-Curricular Activity _____ (Golf, Cross Country, FFA Activities, etc.)	_____	_____

Explanation, if needed: _____

Employee Signature Date

B. Substitute Teacher _____

Account Codes: (Circle one)

High School 1150-6121	Prof Development 2214-6121	Library 2220-6121	Vocational 1300-6121	SPED 1221.6121
Non-Certified 1221-6161	ISS 1150-6121.18	Title	I Certified K-12 1250-6121	Non Certified 1250-6161

Explanation, if needed: _____

Amount Due: _____ Number of Hours _____

Substitute Signature: _____ Date: _____

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 _____