

Seymour **Preschool**

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

Explanation, if needed: _____

Employee Signature Date

B. Substitute Teacher _____

Date: _____ Class Taught: _____

Account Code: Title I PK Certified Title I PK Non-Certified Special Education Certified
(Circle One) 3512-6121 3512-6161 1221-6121

Sp. Ed. Non-Certified Professional Development
1221-6161 2214-6121

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 _____