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 Nan	ne:			
		(Please Print)		
	I hereby reque	st leave of absence	for the date(s) lis	ted below
	I have been ab	sent on the date(s)	listed below	
	;	# of days	Dates A	<u>Absent</u>
Personal				
Vacation	-			
Professional De	evelopment			
Extra-Curricula (Golf, Cross Coun		s, etc.)		
Explanation, if	needed:			
F1.	G. and		Ditt	
Employ	ee Signature		Date	
. Substitute Tea	cher			
Date	Classes Taught			
Account Code: (Circle One)	High School 1150-6121	Prof Development 2214-6121	Library 2220-6121	Vocational 1300-6121
	Special Education – 1221-6121 Title I Certified K-12 – 1250-6121		Non-Certified – 1221-6161	
			Non Certified – 1250-6161	
Explanation, if	needed:			
Amount Due: _			Number of Hours	
		nd no substitute was u		
		ber is not absent, only	complete Section	В.
uilding Principal/S	Supervisor Con	firmation		