EMPLOYEE ABSENCE

(Administration and Central Office Personnel)

No. of days: Name: Position:		Dates: _	Dates: Reason: Location/School:	
		Location		
	Employee's Signature		Superintendent's Signature	
PAYROI	LL RECORD:			
PL	Personal Leave	SL	Sick Leave (Self)	
SF	Sick Family	SF	Sick outside home (where obligation warrants)	
NP	Absence without pay	VA	Vacation	
IN	In-Service or Conference	FI	Funeral immediate family	
FO	Funeral—Other (Sick Leave)		Relationship:	
WC	Worker's Compensation	JURY	Jury duty	
	(Administrati		SENCE	
No. of		on and Central Of	fice Personnel)	
	f days:	on and Central Of	-	
Name:		on and Central Of	fice Personnel)	
Positi	·	on and Central Of Dates: _ Reason	fice Personnel)	
	·	on and Central Of Dates: _ Reason Location	fice Personnel)	
): 	on and Central Of Dates: _ Reason Location	fice Personnel)	
PAYRO	on:	on and Central Of Dates: _ Reason Location	:	
PAYRO PL	on:Employee's Signature	on and Central Of Dates: _ Reason Location	:	
	on: Employee's Signature OLL RECORD:	on and Central Off	:	
PL	Employee's Signature OLL RECORD: Personal Leave	on and Central Off Dates: _ Reason Location	superintendent's Signature Sick Leave (Self)	
PL SF	Employee's Signature OLL RECORD: Personal Leave Sick Family	on and Central Off Dates: _ Reason Location SL SF	Superintendent's Signature Sick Leave (Self) Sick outside home (where obligation warrants)	
PL SF NP	Employee's Signature PLL RECORD: Personal Leave Sick Family Absence without pay	on and Central Off Dates: _ Reason Location SL SF VA	Superintendent's Signature Sick Leave (Self) Sick outside home (where obligation warrants) Vacation	