



UNDERWOOD SCHOOL EMPLOYEE ABSENCE REPORT

Name of Staff Member

Date of Absence

Time of Absence

Type

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List each day separately.

Turn into Supervisor

KEY for TYPE

- PD Professional Development
- SA School Activity: (Specify) _____
- SE Sick Leave - Yourself
- SF Sick Leave - Immediate Family
- PT Personal Leave
- FS Funeral Immediate* Family (Up to 5 Sick Days)
- FF Funeral School** Family (1 Sick Day)
- FP Funeral Other (Personal Leave)
- FU Funeral Other (Unpaid)
- JD Jury/Civic Duty
- AL Association Leave
- LW Leave without pay
- VL Vacation Leave

* Immediate Family: Father, Mother, Brother, Sister, Spouse, Children, Grandparents, Grandchildren, Father-In-Law, Mother-In-Law other relatives living

**School Family: Current student or their parent; present/past employee, school employee in the same household as employee

I, the undersigned employee, do hereby certify that the above dates of absence are correct. I am familiar with the policies governing absences, and my reason given above are in accordance with those policies.

- Leave Approved
- Leave Denied
- Leave Without Pay

Signature of Supervisor

Signature of Staff Member

Turn into Supervisor

Signature of Superintendent

Date

REPORT OF SUBSTITUTE for Teachers & Aides

Office Fills Out - Print Sub Name

Sub Signature - Sign only once for all day - check Here

8:25-9:12	1st Period Sub _____
9:15-10:02	2nd Period Sub _____
10:05-10:52	3rd Period Sub _____
10:55-11:42	
11:25-12:12	4th Period Sub _____
12:15-12:38	Rocket Time Sub _____
12:41-1:28	5th Period Sub _____
1:31-2:18	6th Period Sub _____
2:21-3:08	7th Period Sub _____

1st Period Sub _____
2nd Period Sub _____
3rd Period Sub _____
4th Period Sub _____
Rocket Time Sub _____
5th Period Sub _____
6th Period Sub _____
7th Period Sub _____

Long Term Sub: Yes ___ Check One: < 10 days ___ 11-30 Days ___ 30+ Days ___