Record of Absences and Substitutes

Pay Period_____ Supervisor_____

Name	Classif.	Date(s) Absent	Reason - Insert number of days in correct column							Total Days Absent	Substitute	# Days to be paid
			Sick 310	Vac. 320	Jury 350	Clmty. 360	Pers. 380	Pro. 390	LOP			