

Staff Absence Report

Staff member:		Date of Report	Date of Absence				
Reason for Absence <input type="checkbox"/> Personal Leave <input type="checkbox"/> Illness <input type="checkbox"/> Professional leave <input type="checkbox"/> Bereavement		Name of Substitute:					
Beginning first day of absence:	Ending last day of absence:	Total Work Days:					
Reason for Absence:							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature </td> <td style="width: 50%; border: none;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </td> </tr> <tr> <td style="border: none;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Superintendent Signature </td> <td style="border: none;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </td> </tr> </table>				<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Superintendent Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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