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**LEARN**

**ABSENCE/SUBSTITUTE FORM**

**This form is to be used for illness or absence requiring a substitute.**

**SECTION I:**

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| Name of Employee Absent: Click or tap here to enter text. |
| Position & Location: Click or tap here to enter text. |
| Date(s) of Absence: Click or tap here to enter text. |

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| **Check Reason for Absence:** |
| [ ] Illness to be charged to sick days, substitute required *(complete Section II, substitute completes Section IV)* |
| [ ]  Illness to be charged to sick days, no substitute required |
| [ ]  Other leave – substitute required *(complete Section III, substitute completes Section IV)* |

**SECTION II:**

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| **Illness:** |
| [ ] Illness to be charged to sick days | [ ]  Family illness to be charged to family sick days |

**SECTION III:**

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| **Absence Other Than Illness Requiring a Substitute - *An approved Application for Absence Other Than Illness must be on file.*** |
| Emergency/Necessary/Religious*Application was submitted:* [ ]  Yes [ ]  No | Bereavement*Application was submitted:* [ ]  Yes [ ]  No |
| Vacation*Application was submitted:* [ ]  Yes [ ]  No | Other (Jury Duty, Conference, Workshop)*Application was Submitted:* [ ]  Yes [ ]  No |

**SECTION IV:**

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| **To Be Completed by Substitute** - ***Please use one form if subbing for the same person.*** |
| Name of Substitute: Click or tap here to enter text. |
| Address of Substitute: Click or tap here to enter text. |
|  |
| **Date(s) and Hours Worked** - ***Please do not include more than one week per form.*** |
| Date: Click or tap to enter a date. | Hours: *from* Click or tap here to enter text. *to* Click or tap here to enter text. |
| Date: Click or tap to enter a date. | Hours: *from* Click or tap here to enter text. *to* Click or tap here to enter text. |
| Date: Click or tap to enter a date. | Hours: *from* Click or tap here to enter text. *to* Click or tap here to enter text. |
| Date: Click or tap to enter a date. | Hours: *from* Click or tap here to enter text. *to* Click or tap here to enter text. |
| Date: Click or tap to enter a date. | Hours: *from* Click or tap here to enter text. *to* Click or tap here to enter text. |

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| Substitute Signature: Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| Rate: Click or tap here to enter text. | Account Number: Click or tap to enter a date. |
| Verified by: Click or tap here to enter text. | Approved by: *(Director/Coordinator/Designee)*Click or tap here to enter text. |