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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:**

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

**SECTION III:**

|  |  |
| --- | --- |
| **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:**

|  |  |
| --- | --- |
| **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. |

|  |  |
| --- | --- |
| 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. |