EAST HOLMES LOCAL SCHOOLS
EMPLOYEE ABSENCE SUMMARY

(Must be turned in to the Treasurer's office each Friday)

Building: _____

Week of: _____

Supervisor: _____

PLEASE SIGN AFTER VERIFYING ALL INFORMATION INCLUDING ALL ENTRIES HAVE BEEN MADE TO KIOSK.

*FORM MUST BE FULLY COMPLETED INCLUDING SUBSTITUTE SIGNATURE TO BE PROCESSED IN PAYROLL.

CODES:

S - SICK LEAVE
PR - PROFESSIONAL LEAVE
PL - PERSONAL LEAVE
V - VACATION
D - DOCK
O - OTHER
JD - JURY DUTY

DATE	EMPLOYEE ABSENT	KIOSK	CODE	SUBSTITUTE	IN	OUT	SUBSTITUTE SIGNATURE	PAYROLL USE ONLY