# EMPLOYEE ABSENCE SUMMARY

(Must be turned into the Treasurer's Office each Friday)

Building: _____

Week of: _____

CODES:

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

| DATE | EMPLOYEE ABSENT | KIOSK | CODE | SUBSTITUTE | IN | OUT | SUBTITUTE'S SIGNATURE |
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*FORM MUST BE FULLY COMPLETED INCLUDING SUBSTITUTE SIGNATURE TO BE PROCESSED IN PAYROLL.
PLEASE SIGN BELOW AFTER VERIFYING ALL INFORMATION INCLUDING ALL ENTRIES HAVE BEEN MADE TO KIOSK.

Authorized by: