

ABSENT WITHOUT PAY

Any certificated or non-certificated school employee using 'Absent Without Pay' shall complete this form. This form is used as a permanent record and to justify any substitute pay. The use of this leave must be approved by the Superintendent prior to the date of the absence.

Employee _____

Date/Dates Absent _____

Number of Days _____

Substitute _____

Signature of Employee

Signature of Superintendent

Amount to be deducted _____