

**EASTERN LOCAL SCHOOL DISTRICT
EMPLOYEE ABSENCE REPORT**

In all cases of absence from duty on the part of all employees of the Board of Education if compensation is anticipated during such absences, the absentee shall fill out this absence report showing the duration of the absence and an explanation of the cause of absence.

NAME _____
 LOCATION _____ PAYROLL PERIOD END DATE _____

REASON FOR ABSENCE	DATES	NUMBER OF DAYS	EXPLANATION
SICK LEAVE			
PERSONAL LEAVE			
VACATION LEAVE			
HOLIDAY			
PROFESSIONAL LEAVE			
MILITARY LEAVE			
JURY DUTY			
OTHER			
BEREAVEMENT			
CALAMITY			

SECTION 3319.141...FALSIFICATION OF A STATEMENT IS GROUNDS FOR SUSPENSION OR TERMINATION OF EMPLOYMENT UNDER SECTIONS 3319.081 AND 3319.16 OF THE OHIO REVISED CODE

DATE

EMPLOYEE SIGNATURE

DATE

PRINCIPAL/SUPERVISOR SIGNATURE

DATE

SUPERINTENDENT'S SIGNATURE

_____ substituted for the above named employee as follows

(give total # of days) _____.