**FINDLAY CITY SCHOOLS** Form 26a

**EMPLOYEE ABSENCE RECORD** Rev: 2014

**Make a separate report for each individual.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name of Employee Absent** | **Name of Substitute** | **SICK** | **PERS** | **PROF** | **VAC** | **WOP** | **JURY** | **TOTAL** |
|       |       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |       |
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|       |       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |       |
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|  |  |  |
| **Employee Signature** |  | **Principal** |
|  |  |  |
|  |  | **Date** |