SOUTH COLONIE CENTRAL SCHOOLS
EMPLOYEE ABSENCE LOG

School Year **2009 - 2010**

Name _____ **Title** _____ **School** _____

Each absence must be recorded when the employee returns to work. This log will serve as the verification of the date and specific leave category, which necessitated the absence. Record a full day's absence as a one (1) and a half-day's absence as a .5 in the appropriate column. For absences of more than one day's duration, write the inclusive dates under DATE and the total number of days in the appropriate column. Absences under **OTHER** should be coded using the absence codes from the back of this form.

Date	Sick	Family	Death	Vacation	Other	Signature of Employee	Substitute