

### Absentee/Substitute Report

- This form must be filled out for ALL absences of teaching and EA staff, whether a substitute is required or not.
- Prior to submitting this form every Friday, schools should ensure that a leave request is completed for any staff member who was absent.
- A recommended procedure is to provide a reminder to the teacher/EA as soon as their name is added to the list so it can be submitted before the form is sent in to the Board Office.
- It is imperative that the sub sheets be filled, signed and returned to the Board Office every Friday. Absent staff without a leave request will be docked the time reported. That staff will be paid once the leave has been submitted and approved.