



SCHOOL DISTRICT NO. 48

◆ Squamish ◆ Whistler ◆ Pemberton

RECORD OF MONTHLY ABSENCE

Principals / Vice-Principals

Reporting Needs: Sick Leave, Other Leave (report even if no substitute used)

Reporting Procedure: Monthly leave reports signed by employee and verified by Supervisor:
Principal to verify Vice-Principals, Superintendent to Verify Principals

Recording Procedure: **By the 4th of each month**, submit report to Myrna MacRae who will forward to payroll for update as part of monthly payroll processing

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NAME: \_\_\_\_\_ MONTH: \_\_\_\_\_

SICK LEAVE: No. of Days \_\_\_\_\_ Paid

Unpaid

Dates \_\_\_\_\_

PERSONAL No. of Days \_\_\_\_\_ Paid

Unpaid

Dates \_\_\_\_\_

Type/Reason \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE:: \_\_\_\_\_ Date: \_\_\_\_\_

Principal or Vice-Principal

VERIFIED BY: \_\_\_\_\_ Date: \_\_\_\_\_

Principal (for VP) or Superintendent (for Principal)