



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.

Cross Reference	Board Policy: 14 Safe and Respectful Schools Procedures: Forms: Form F-2		
Review Date:		Revision Date:	Page 1



TURTLE MOUNTAIN SCHOOL DIVISION
SECTION F: HUMAN RESOURCES/PERSONNEL

Administrative
Procedure
F-100

Select one:

☐ **Teacher** (Time = days)

☐ **Support** (TIME = *hours*)

Guidelines:

1. All absences must be recorded
2. All support staff must be recorded in hours
3. **Casual EAs must report hours worked.**
4. All absences without a leave request will be reported to payroll as a leave without pay

School: _____

Date: _____

DATE	ABSENT/REASON	REPLACEMENT (please print)	CASEA HRS WORKED	SUBT AM/PM

To be submitted to the Division Office prior to **Friday at 1:30 p.m.**

NOTE: Absence for a period of 3 days or more
MUST be verified by a Medical Certificate.

Verified by:

Cross Reference	Board Policy: 14 Safe and Respectful Schools Procedures: Forms: Form F-2		
Review Date:	Revision Date:		Page 2