SPARTA COMMUNITY UNIT DISTRICT #140
DAILY ABSENCE REPORT

(MUST INCLUDE ALL EMPLOYEES WORKING IN YOUR BUILDING)

BUILDING: EVANSVILLE **DATE:**

CHECK IF NO ABSENTEES ☐

EMPLOYEE NAME	POSITION	FULL DAY	HALF DAY	SICK DAY	PERSONAL DAY	SPECIAL SICK DAY (TEACHERS ONLY)	VACATION LEAVE (12 MONTH EMPLOYEES ONLY)	UNPAID DAY	*OTHER (I.E. WORKSHOP MEETING, BEREAVEMENT LEAVE ETC.)	NAME OF SUBSTITUTE
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