***PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11***



810 North Fourth Street, Pawnee, Illinois 62558

**Scott Cameron**

Superintendent

 scameron@pawneeschools.org

 **Timothy R. Kratochvil W. Christopher Hennemann Ryan Steffen**

 Jr. High/High School Principal Grade School Principal Athletic Director

 tkratochvil@pawneeschools.org chennemann@pawneeschools.org rsteffen@pawneeschools.org

**Non-Certified Absentee & Substitute Request Form**

**Employee Approved**

 **Denied**

**Date(s) of Absence**

 **Reason for Absence**

 **(use code)**

 **A.M. P.M. All Day**

**CODES**

A……..Accident on Duty

C…….Conference/Workshop

D…….Dock Day

F……..Death in Family

FT…...Field Trip

J……..Jury Duty

S…….Sick

V…….Vacation

L……..Leave of Absence

PL……Personal Leave

ML……Military Leave

 **Employee Signature**

 **Building Principal Signature**

 **Supervisor’s Signature**

If “C” code is used, please name conference attended:

**SUBSTITUTE REPORT**

**Name of Substitute**

 **Date(s) Substituted**

 **Total # of Days**

 **District’s Rate of Pay $**

 **Amount Due $**

 **Substitute’s Signature**