

ARAPAHOE CHARTER SCHOOL

EMPLOYEE ABSENCE FORM

Name _____

Date _____ Code/# of Days _____ / _____

Date _____ Code/# of Days _____ / _____

Date _____ Code/# of Days _____ / _____

Date _____ Code/# of Days _____ / _____

Date _____ Code/# of Days _____ / _____

Date _____ Code/# of Days _____ / _____

Signature _____

Leave Codes

Code	Description
SL	Sick Leave
AL	Annual Leave
PROF	Workshop
LWOP	Leave Without Pay
PL	Personal Leave

Please turn in completed form to Finance Tech on the first day you return to work.

If you need a substitute, please use the sub form for your absence.