FT/OVERLOAD INSTRUCTOR ABSENCES OR CONTRACT SUBSTITUTES

INSTRUCTIONS: Please complete, print and submit to Payroll Office for further processing.

DEPARTMENT	PAY PERIOD (Refer to Payroll Schedule)	
	FROM	TO

DATE ABSENT	INSTRUCTOR ABSENT	SECTION NO.	HRS	C/O**	R*	SUBSTITUTE INSTRUCTOR	HRS

DEPARTMENT APPROVAL

Department Head	Signature	Date

***REASONS**

- **C** - Conference/School Business
- **I** - Illness
- **B** - Bereavement (note relationship)
- **V** - Vacation
- **J** - Jury Duty
- **P** - Personal Business (will be deducted from pay)
- **N** - Necessity Leave
- **WI** - Work Injury
- **S** - Subpoena (School Business Only)
- ** **C/O** - Contract or Overload