



PART-TIME 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	L/H**	R*	SUBSTITUTE INSTRUCTOR	HRS

DEPARTMENT APPROVAL

Department Head	Signature	Date
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***REASONS**

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