Salmon River Central School
Fort Covington, New York 12937

ABSENTEE NOTICE

I, _____ was absent from my assigned duties on

_____ for the following reason:
(check one)

- ☐ Vacation
- ☐ Sickness
- ☐ Serious Family Illness
- ☐ Bereavement Leave ð relation _____
- ☐ Personal Leave ð Approval Date _____
- ☐ Professional Leave ð Explain _____
- ☐ School Visitation ð Approval Date _____
- ☐ Jury Duty
- ☐ School Business ð Explain _____
- ☐ Prostate & Breast Cancer Screening Leave (Contact Business Office for details)

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Full Salary (is ð is not) requested for the above date(s).

Date: _____
Employee Signature

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Date: _____
Program Administrator