

# Union City Area School District

## Absence Report

	<u>Dates of Absence</u>	<u>Total # of Days</u>
<b>Vacation</b>	_____	_____
<b>Personal</b>	_____	_____
<b>Sick</b>	_____	_____
<b>Other</b>	_____	_____

Explanations:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature