



Northumberland County Career and Technology Center

1700-2000 West Montgomery Street • Coal Township, PA 17866
Tel: 570-644-0304 • Fax: 570-644-2157

James F. Monaghan
Administrative Director

Traci Beck
Program Coordinator

Name: _____

Administration: _____ Faculty: _____ Support Staff: _____

Date of Absence: (Only one pay period per form)

Substitute: _____

- Sick Day
- Personal Day
- Vacation
- Emergency (Reason)

- Death (Name of Person and relationship – 1or 5 day)

- Other (Please explain)

- I rescind my absence request for _____
Original Date of Absence

Employee Statement

I am requesting and/or rescinding an absence for the date noted above

Signature

Date

Administrative Approval

Date