



EMPLOYEE ABSENCE REPORT

Date of Report: _____ Department: _____

Person Absent: _____ ID # _____

Table with 3 columns: Date(s), Type of Leave, # of Hours. Rows 1-6 for reporting absence.

Reason for Absence – Please check one below:

- 1.) Personal Illness*
2.) Illness in Family*
3.) Vacation
4.) Jury Duty**
5.) Representing School, Civic or Other functions.
6.) Staff Development
7.) National Guard/ Reserve Duty
8.) Appearance as Witness
9.) Family Medical Leave
10) Bereavement in Family***

***Please Select One:

- Spouse, Mother/Father, Mother/Father-in-law, Sister/Brother, Grandchild, Child/Step-Child, Grandparent, Son/Daughter-in-law, Sister/Brother-in-law

Remarks:

Signatures:

Absent Employee

Date

Supervisor

Date

Route to: HUMAN RESOURCES IN SAME WEEK in which absence occurred.

* Chargeable as sick leave.

** Attach a copy of Jury Summons

*** No deduction, charged to funeral for immediate family members. Employee needs to attach a copy of obituary or death certificate; otherwise, it is deducted from sick leave. Please refer to Board Policy DEC (Local)

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.