



LA PORTE ISD ABSENCE FROM DUTY FORM

Employee Name

Employee Number

Campus/Facility

INSTRUCTIONS:

- Supervisor - Absence From Duty forms must be submitted to the Payroll Office on a weekly basis.
- Supervisor - Extended Absences, send completed form weekly to the Payroll Office without employee's signature.
- Employee - Complete form the first working day following return from absence and submit to Supervisor for approval.
- Employee - A statement from a physician is required when absent more than five consecutive days due to personal illness or immediate family illness.
- Employee - Jury Duty/Subpoena, attach confirmed attendance documentation.
- Employee - Military Duty, attach military orders.

ABSENCE CODES

BEREAVE	Bereavement (Not District Paid)
COMP	Compensatory
DOCK	Discipline
FMLA	Family Medical Leave
JD	Jury Duty (attach confirmed attendance documentation)
LPL	Local Personal Leave and or Family Illness
LS	Local Sick (accumulated days before 2009-2010)
ML	Military leave (attach documentation)
SB/SD	School Business/Staff Development
SL	State Sick (accumulated days before May 30, 1995)
SPL	State Personal Leave
VA	Vacation
WC	Workers Compensation (Requires First Report of Injury form to be filed.)

Absence Code	Number of Days	Date/s

Employee Signature

Date

Supervisor Signature

Date