

**FAIRFIELD PUBLIC SCHOOLS**  
Fairfield, Connecticut

**REQUEST FOR ABSENCE**  
Submit One Copy

**TO: HUMAN RESOURCES**

\*Request is hereby made for absence from regular school assignment.

**Date(s) of Absence:** \_\_\_\_\_  
**Full Day(s)** \_\_\_\_\_  
**Portion of Day** \_\_\_\_\_

**Reason(s)** In order for us to code your request properly and per your contract, please be specific:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee ID #** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**School:** \_\_\_\_\_

\_\_\_\_\_  
School Administrator's Signature

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\*Final approval is given by the Executive Director of Human Resources.

**Disposition:**

\_\_\_\_\_ **With Full Pay**  
\_\_\_\_\_ **Loss Equivalent to Substitute Pay**  
\_\_\_\_\_ **Loss of Full Pay**  
\_\_\_\_\_ **Loss – Other** \_\_\_\_\_

Reason Code: \_\_\_\_\_

\_\_\_\_\_  
Kanicka Ingram  
Executive Director of Human Resources