

Pleasant Hill School District No. 1

Employee Report of Absence

Form is to be completed by employee upon return from each absence (PLEASE USE BLACK OR BLUE PEN).

NAME: _____ ABSENCE DATE(s): _____

NUMBER OF HOURS ABSENT: _____

REASON FOR ABSENCE: _____

IF SICK LEAVE, WAS FOR SELF or OTHER (if Other provide relationship): _____

EMPLOYEE SIGNATURE: _____ DATE: _____

TYPE OF LEAVE TAKEN (check one):

- _____ **Association Leave** *(In-Service Application required)*
- _____ **Bereavement Leave** *(Leave Request required)*
- _____ **Coaching/Athletics/AD Meetings**
- _____ **In-Service (Workshops/Conferences)** *(In-Service Application required)*
- _____ **Jury Duty** *(Leave Request & Copy of Summons required)*
- _____ **Personal Leave** *(Leave Request required)*
- _____ **Sick Leave** *(Leave Request requested for pre-arranged appts)*
- _____ **Unpaid Leave or Deduction** *(Leave Request required)*
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- _____ **Vacation (12 month Employees Only)** *(Leave Request required)*

FOR PAYROLL USE ONLY	
HRS	ENTERED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Principal/Supervisor's Signature _____ Date _____