

**Guntersville City Board of Education**  
*Leave / Absentee Form*

*For payroll and auditing purposes, please execute this form for any absence(s) from regular duty.*

- (a) **Personal illness** (to count against sick leave)
- (b) **On-the-job injury** which incapacitates the employee (If Board approved, does not count against sick leave)
- (c) **Attendance upon an ill member of the immediate family** – spouse, child, parent, sibling, or a person standing in loco parentis (to count against sick leave)
- (d) **Death in the family** – not covered by Bereavement Leave (to count against sick leave)
- (e) **Professional Development Leave** ( as per approved *Request for Professional Development Leave Form*)
- (f) **Personal Leave / Personal Leave “Cut” Days** (as per approved *Personal Leave Request Form*)
- (g) **Bereavement Leave** – up to 3 days for immediate family, 1 day for employee grandparents, as defined and approved on *Bereavement Leave Request Form* ( does not count against sick leave)
- (h) **Vacation** (12 month personnel only)
- (i) **Cut Days** (no appropriate leave accumulated or allowed – to be cut at daily rate)
- (j) **Jury Duty / Court Appearance Leave** (must submit original Jury Summons or original verified Court Subpoena with this form)

**This form is to be truthfully and accurately executed by employee for the purpose of payroll and absentee record and must show date(s) of absence.**

This is to certify that I was absent from regular duty from \_\_\_\_\_ through \_\_\_\_\_  
*(date)* *(date)*

for a total of \_\_\_\_\_ days for the following reason(s) \_\_\_\_\_ (choose a,b,c,d,e,f,g,h,i,,j)

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

Substitute Used: \_\_\_\_\_