

Mapleton Public Schools
School District No. 1 Adams County
Absentee Form

District Staff reporting back from an absence are required to complete, and sign, an absentee form indicating the reason for the absence and date(s) of absence. This form is used for absences that do not require prior approval.

Please complete this form, print out, sign, and give to the person responsible for time and attendance at your department/location.

Name _____ **Date** _____

School/Department: _____

Date(s) of Leave: _____

Time(s) if less than full day: _____

Type of Leave:

- Personal/Business Illness/Injury Association _____
Vacation *[Bereavement](#)
(Requires additional Form)
- Jury Leave Without Pay Approved FMLA Other _____

Remarks: _____

Employee Signature _____

Supervisor Signature _____

*Bereavement leave also requires [Bereavement Leave Form](#).