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):

	FOR PAYROLL USE ONLY HRS	ENTERED
_____ **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 for pre-arranged)*	_____	_____
……		
_____ **Vacation (12 month Employees Only)** *(Leave Request required)*	_____	_____

Principal/Supervisor's Signature _____ Date _____