

Staff Absentee Form

Name: _____

<u>Date</u>	<u>Day</u>	<u>Time Missed (in increments per day)</u>	
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_____	___ Monday	_____ 1.00 _____ .75 _____ .50 _____ .25	1.00=All day .75=6 hours .50=4 hours .25=2 hours
_____	___ Tuesday	_____ 1.00 _____ .75 _____ .50 _____ .25	
_____	___ Wednesday	_____ 1.00 _____ .75 _____ .50 _____ .25	
_____	___ Thursday	_____ 1.00 _____ .75 _____ .50 _____ .25	
_____	___ Friday	_____ 1.00 _____ .75 _____ .50 _____ .25	

Time missed as professional time MUST have prior approval from administration.

***For Professional time, please list the name of the workshop or trip you are requesting to attend and attach a copy of your absentee slip to the trip request form.**

This absence should be counted as:

_____ **Personal/Sick Time** _____ **Professional Time** _____ **Vacation**
 _____ **Bereavement** _____ **Jury Duty** _____ **School Business**

Is A Sub Needed: _____ **Yes** _____ **No**

Employee Signature:

Supervisor Signature:

Used SubTeach ____ **No** ____ **Yes** **Name of Sub** _____