

EMPLOYEE LEAVE REPORT

THIS REPORT:

1. Is to be filed with the building principal the day the employee returns to duty.
2. Must be filed whether or not a substitute was employed during the absence of the employee.
3. Must be signed by the substitute (if applicable), employee, and building administrator.
4. Must be filed with the administration office as soon as possible after the signatures are placed on the form.

NOTE: Absence of employee and employment of a substitute will be reported in fractional amounts if less than a full day.

SITE:

DISTRICT	ELEM	MS	HS	ADMIN	BUS BARN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Check appropriate box)

Name of Employee

- Faculty:
- Support:
- Bus Driver:

Name of Substitute

- Certified:
- Non-Certified:

TYPE OF LEAVE:

Sick	**Professional	Bereavement	*Personal Business/Emergency	Compensatory Time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of Absence	Number of periods and/or days absent	Number of periods and/or days substitute employed	Professional – Purpose of leave

**For professional leave, please indicate the purpose of leave

Employee Signature

Substitute Signature

Date

Date

Approved by:

Building Administrator Signature

Date

*Personal Business/Emergency Leave – Two additional days are allowed, with the employee being docked the amount of a substitute, whether or not a substitute is employed, respective to the employee's position. These days are not cumulative. After these four days are used the employee will be docked his/her average daily wage as contracted.