

Requests for absences (except sick leave) must be submitted at least two days prior to the first day that you will be absent. Professional Development related absences require advanced authorization by the Principal or the Director of Special Education and the Superintendent of Schools.



### Absence Report and Request

\_\_\_\_\_ Date

**NOTE: Compensation will be paid only if this form is completed properly and submitted with your time card at the end of the pay period. Failure to do so will cause a delay in processing wages for the pay period covering the date of absence.**

Name: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

Number of Full Days: \_\_\_\_\_ Number of Half Days: \_\_\_\_\_

#### Type of Absence:

- Sick                       Vacation                       Bereavement                       Time Off Without Pay
- Military                       Jury Duty                       Maternity/Paternity                       Personal Leave
- Professional Development (circle one)                      Contractual                      Administrative
- Other (explain) \_\_\_\_\_  
(i.e: Worker's Compensation, school related event, field trip)

FOR BUS/VEHICLE DRIVERS ONLY:

High School	<input type="checkbox"/> AM	<input type="checkbox"/> PM	Reg. PK	<input type="checkbox"/>
Elementary	<input type="checkbox"/> AM	<input type="checkbox"/> PM	PK Van	<input type="checkbox"/> AM <input type="checkbox"/> PM
SpEd Van	<input type="checkbox"/> AM	<input type="checkbox"/> PM	Late Run	<input type="checkbox"/>

#### AEA Members:

Check here to indicate that the request is discretionary, per the Ashford Education Association agreement, Article 23, B6. \_\_\_\_\_

#### MEUI Members, Administrative and BOE Personnel:

In order to provide coverage for an absence, you must obtain the signature of your supervisor, if applicable, or your supervising administrator. Bus/Vehicle driver requests require the authorization of the Transportation Coordinator, cafeteria personnel requires the authorization of the Superintendent.

**Custodial, cafeteria and bus/vehicle drivers must notify their supervisor of absence due to illness. For other types of absence or leave, coverage must be arranged prior to taking any requested time.**

-----  
**Supervisor/Administrative Use Only:**

Approved     Rejected    Supervisor Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Rejected    Superintendent Signature : \_\_\_\_\_ Date: \_\_\_\_\_

#### **Payroll Use Only:**

Total Number of Hours (for MEUI members): \_\_\_\_\_ or Total Number of Days (for AEA members and Admin): \_\_\_\_\_