

PATRICK HENRY SCHOOLS
ABSENCE REPORT/ LEAVE REQUEST FORM

AESOP CONFIRMATION NUMBER _____

EMPLOYEE NAME _____

When submitting this form before/after an absence, check the appropriate categories, including the reason for absence, dates of absence and length of absence. Building secretaries will fill in the substitute teacher information.

When requesting a leave in advance, make sure this form is turned in according to the time line in the negotiated agreement.

After an unplanned absence, this form must be completed on the day you return to school.

<u>CATEGORY</u>	<u>REASON FOR ABSENCE</u>	<u>DATE OF ABSENCE</u>
_____ Sick Leave – Employee	_____	_____
_____ Funeral (Indicate Relation)	_____	_____
_____ Sick Leave-Family (Indicate Relation)	_____	_____
_____ Personal Day	_____	_____
_____ Deduct	_____	_____
_____ Vacation	_____	_____
_____ Other	_____	_____

<u>SUBSTITUTE'S NAME</u>	<u>DATE OF ABSENCE</u>	<u>LENGTH OF ABSENCE</u> (1/4, 1/2, 3/4 OR FULL DAY)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ONLY When Requesting Personal Leave, Sign Below to get Approval from Supervisor

Employee Signature – Requested leave

Principal/Supervisor Signature

Superintendent Signature

Date & Time received by Principal's office

After Any Type, of Leave Sign Below

EMPLOYEE SIGNATURE – After Absence

PRINCIPAL/SUPERVISOR SIGNATURE