

**SCHOOL DISTRICT OF CAMBRIDGE
BUSINESS OFFICE
STAFF ABSENCE FORM
2011-2012 SCHOOL YEAR**

This form is used to record all staff absences. This form must be completed and turned in to the building office prior to any planned absences and immediately upon return for unplanned absences. Payroll checks and/or applicable employment contracts list the days available to you. Please call the business office at 423-4345 if you have any questions.

NAME: _____ **DATE:** _____

REASON FOR ABSENCE (Please Circle Applicable Reason for Absence):

1. Sick Leave

Sick Leave is available for personal or family illness or for personal or family medical/dental appt. Please see current CEA/Support Staff contract for information on Sick Leave Bank.

2. Personal Leave

Personal Leave is available for unspecified reasons but days prior to or following a student vacation period must be approved by your administrator.

3. Emergency Reportable Leave

Emergency reportable leave will cover funerals and other situations of a non-medical nature where it is determined that the reason for absence was sudden or uncontrollable and would make it very difficult for the employee to be at work. **Emergency reportable leave other than funerals must be approved by the District Administrator.**

If for a funeral, please explain the relationship _____

4. Planned Absence Leave

Planned Absence Leave would include in-service days, field trips, workshops, sporting events for which you have a Co-Curricular contract, etc.

5. Vacation Leave

Vacation Leave is available for full-time, year-round employees only.

6. Other Leave (military leave, jury duty leave, unpaid leave, etc.) Please explain.

DETAIL: _____

Please enter dates absent below:

	Week One		Week Two
Monday	_____	Monday	_____
Tuesday	_____	Tuesday	_____
Wednesday	_____	Wednesday	_____
Thursday	_____	Thursday	_____
Friday	_____	Friday	_____

TOTAL DAYS ABSENT: _____

APPROVED:

Supervisor _____ DATE: _____

(District administrator's signature needed for emergency reportable leave other than funerals only)

(Revised May 2011)