

ABSENCE REPORTING FORM



NAME _____ CURRENT DATE _____

EMPLOYEE ID _____ DEPARTMENT _____

TYPE OF ABSENCE	DATE (MM/DD/YY)	HOURS	CURRENT WEB ADVISOR BALANCE	LESS TOTAL HOURS TO BE TAKEN		BALANCE AFTER LEAVE TAKEN
				# HOURS PAID	# HOURS UNPAID	
Vacation Leave						
Sick Leave						
Personal Leave (Faculty & College Lecturers only)						
Librarian's Paid Leave						
Other*						

 *Reason (if "Other"):

EMPLOYEE'S SIGNATURE _____

 Check here if revised

ACTION BY SUPERVISOR

 Date _____ **APPROVED** **NOT APPROVED**

 If absence is NOT APPROVED or considered UNEXCUSED, list reason why:

SUPERVISOR'S SIGNATURE _____

 I have verified a positive balance is in the leave plan requested.

INSTRUCTIONS

- Utilization of any leave time is subject to the written approval of your supervisor in advance of taking the time.
- Supervisors should ensure that utilization of leave is promptly reported to Human Resources.
- All employees (except Faculty) report absences in 1/4 hour increments
- College Lecturers only: Personal leave does not accrue forward from one year to the next year.
- Counselors and Librarians: Paid leave can be utilized in accordance with the employee's agreement.