

# 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	
<b>Vacation Leave</b>						
<b>Sick Leave</b>						
<b>Personal Leave</b> (Faculty & College Lecturers only)						
<b>Librarian's Paid Leave</b>						
<b>Other*</b>						

 \*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.