

Dolton West 148
ABSENCE REPORT

A copy of this report shall be completed for each period of planned absence. Reports for sick leave category will be filled out by the school secretary with a copy sent to employee. Absence shall be categorized and defined within the limits prescribed by the Dolton 148 Policy. All leaves approved are contingent upon the employee's accumulated sick days to date.

1. SICK DAY

Personal illness, serious illness in the immediate family (spouse, parents, children, siblings, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews and legal guardians) as described in 24-6 of the Illinois School Code.

2. PERSONAL BUSINESS

A maximum of two (2) personal days may be granted by the Superintendent for business which cannot be attended to other than during school time. Except in emergencies such leave must be approved in advance.

3. PROFESSIONAL MEETINGS

Attendance shall be at the discretion of the Principal/Supervisor with the final approval by the Superintendent.

4. VACATION

ALL vacation days shall be approved in advance by the Superintendent.

5. JURY DUTY

Attach a copy of the Jury Duty Notice with this form and approval will be given by the Superintendent.

6. OTHER

Please specify.

NAME: _____

SCHOOL YEAR: _____

DATE(S) ABSENT: _____

TOTAL DAYS ABSENT: _____

CIRCLE NUMBER INDICATING REASON FOR ABSENCE: **1 2 3 4 5 6**

PLEASE EXPLAIN REASON: _____

EMPLOYEE'S SIGNATURE: DATE: _____

PRINCIPAL/SUPERVISOR SIGNATURE: _____

SUPERINTENDENT SIGNATURE: _____

Please make three copies and give one to each entity below:

DISTRICT OFFICE-(Assistant Superintendent)

EMPLOYEE

SCHOOL BUILDING

Please complete within 24 hours of your return from your absence.