

**EAST CHINA SCHOOL DISTRICT
CERTIFICATE OF EMPLOYEE ABSENCE FORM**

Employee No. _____ Check one: Leave Request _____
Absence Return _____

Name: _____ Building: _____

Date(s) of Absence: _____ Full Day(s) _____ (Custodians: Days _____ Afternoons _____)
Half Day(s) _____ AM _____ PM _____

Substitute Required: Yes _____ No _____ Position/Grade/Subject: _____

Please show the number of days before the coding that applies:

Deducted from accumulated personal leave bank

_____ PI – Personal Illness _____ NR – No Review
_____ FI – Family Illness _____ PB – Personal Business
_____ FF – Funeral – Immediate Family
Relation: _____

Not deducted from accumulated personal leave bank

_____ SB – School Business-Non Teaching Staff _____ JD – Jury Duty (attach “Summons to Appear”)
_____ PB – Personal Business without pay _____ UB – Union Business (form attached)
_____ FD - Furlough Day (w/o pay Custodian's Only)

NON-TEACHING STAFF: _____

Explain reason for *School Business* or *Personal Business* request:

_____ VA – Vacation

Employee Signature: _____ Date: _____

Forwarded by: _____ Date: _____
Principal or Supervisor

Office Use Only

Comments: _____

Approved WITH PAY _____ Approved WITHOUT PAY _____ Disapproved _____

Executive Director for Personnel Date

cc: Accounting
Employee