

Colusa Unified School District
745 Tenth Street
Colusa, CA 95932

EMPLOYEE ABSENCE REPORT

Employee: Complete all sections, sign and submit to your supervisor for approval.				
NAME:				
DATE(S) OF ABSENCE:				
REASON FOR ABSENCE:				
LEAVE DESIGNATION: (see reverse for additional information)		List Time Absent		Total Hours
		From	To	# of hours
Example		9:30	11:45	2.25
<input type="radio"/>	Employee Illness/Medical Appointment			
<input type="radio"/>	Personal Necessity (Maximum 7 days per year)			
<input type="radio"/>	No Tell Day (Maximum 2 days of the 7 personal necessity per year)			
<input type="radio"/>	Bereavement (Note relationship of deceased & location of funeral in "Reason" above)			
<input type="radio"/>	Vacation			
<input type="radio"/>	Industrial Accident			
<input type="radio"/>	Jury Duty (Please attach copy of summons then submit payment upon receipt)			
<input type="radio"/>	Compensatory Time Off (Attach copy of comp log)			
<input type="radio"/>	School Business (List activity in "Reason" above)			
<input type="radio"/>	Yes, I do require a substitute. Budget to be Charged:			
<input type="radio"/>	No, I do not need a substitute for this absence.			
<input type="radio"/>	Unpaid			
All Certificated Teaching Staff Record 7 Hours Per Day as Work Day				
I verify the above statements are true and accurate. I understand that proof of this statement may be requested by the Superintendent.				
Employee Signature:			Date:	
Supervisor Signature:			Date:	

LEAVE DESIGNATIONS

Employee illness/medical appt	No written verification is generally required. For yourself only.
Personal Necessity	Includes family illness and approved personal business that requires your attendance and cannot be done at another time. Maximum 7 days per year.
Bereavement	An employee is entitled to a leave of absence with full pay, not to exceed three (3) days or five (5) days if out-of-state travel is required, on account of the death of any member of his/her immediate family.
Industrial accident	Verified by worker's compensation authorization.
No Tell	Must have prior approval of Supervisor. Can not be used for Participating in Association activities and/or in activities related to concerted activities and work stoppages. Maximum 2 days per year which is included in the 7 days per year total.
Jury Duty	Attach copy of the jury summons then remit payment for serving on jury duty to District Office upon receipt.
School Business	Must list the activity and provide a budget to charge. Example: BTSA, ESA Substitute's Name for Administrative Assistants use.

Employees should refer to the Certificated and Classified Employee Contract Agreements for further explanation of leave policies.