

- Pre-approval Request
- Report of Absence

RETURN TO: Immediate Supervisor

MONITEAU SCHOOL DISTRICT

EMPLOYEE ABSENCE REPORT
(To be completed by Absentee)

2019 2020 School Year

Name of Absentee

Building

Assignment

Date(s) of Absence

Number of Days Absent _____

- a.m.
- p.m. (applicable for half day)

Reason For Absence:

- Bereavement (check one)
 - Mother
 - Father
 - Husband
 - Wife
 - Daughter
 - Son
 - Sister
 - Brother
 - Parent-in-Law
 - Step Parent*
 - Step Child*
 - Step Sibling*
 - Near Relative living w/you
- Grandmother
- Grandfather
- Grandchild
- Aunt
- Uncle
- Niece
- Nephew
- First Cousin
- Sister-in-Law
- Brother-in-Law
- Daughter-in-Law
- Son-in-Law
- Grandparent-in-Law*
- Personal Day (pre-approved)
- Sick Day
- Family Illness (check one)
 - Husband
 - Wife
 - Child
 - Individual living w/you
- Vacation
- FMLA (pre-approved)
- Conference
- Field Trip
- School Business (specify) _____
- Jury Duty (submit paperwork)
- Military Leave (pre-approved)
- Emergency Day (pre-approved)

Other (specify) _____

Employee Signature: _____ **Date:** _____ **Salary Deduction:** yes no

Immediate supervisor signature on bimonthly employee absence summary sheet indicates approval of claimed absence.

**Only available to Support Staff per their CBA*