

AMBOY COMMUNITY UNIT SCHOOL DISTRICT NO. 272
ALL PERSONNEL ABSENCE REPORT

Instructions

A copy of this report shall be prepared immediately upon returning to work for each period of absence and filed with the building principal. Building principals shall file completed reports with the bookkeeping office each week.

Failure to file a report for each period of absence will result in loss of salary.

<u>Symbol</u>	<u>Explanation</u>
A. Sick Leave	<p>Within limits prescribed by the State and the Board of Education, leave which falls within the definition of sick leave will be deducted from sick leave</p> <p><u>SICK LEAVE</u> shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, birth, adoption, or placement for adoption.</p> <p><u>IMMEDIATE FAMILY</u> for employees sick leave purpose is parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, grandparents-in-law, daughters in law, sons-in-law, step-parents, step-grandparents, step-children, and legal guardians.</p> <p><u>HOUSEHOLD</u> includes all persons residing therein. Report of absence in excess of <u>three consecutive days</u> is to be accompanied by a physician's release.</p> <p>No other relatives may be considered in the immediate family classification.</p>
B. Board Leave	Refer to contract for particulars. <u>PAYROLL DEDUCTION.</u>
C. Approved Leave of Absence	<p>No salary deduction.</p> <p>1. Absence to supervise students at activity such as ballgames, contests, etc. "Leave Request Form" from administrator approving absence must be attached</p> <p>2. Absence due to attendance at professional meeting. Such attendance must have Superintendent approval on a "Leave Request Form" before day of absence.</p>
D. Jury Duty or Interview	Approved Leave Absence due to being called for jury duty or jury interview. No salary deduction.
E. Association Leave	The Board shall grant the Association a maximum of two (2) days to attend professional meetings, without loss of pay. Refer to contract for further information.
F. Leave Without Pay	Does not count as sick leave and full salary for the period is deducted. In such cases, supply reason for absence.
G. Personal Business Day	No Salary deduction. Refer to contract for particulars.

NAME _____ SCHOOL YEAR _____

Dates of absence: Beginning _____ Ending _____
Time / Date Time / Date

TOTAL DAYS OF ABSENCE: _____

Check letter indicating reason for absence: ___A___ B ___ C1 ___ C2 ___ D ___ E ___ F ___ G

Substitute (if any): _____

DATE _____ SIGNED _____

DATE _____ SIGNED _____

(Building Principal)