

EMPLOYEE ABSENCE REPORT

Please indicate the reason below for your absence. Your Pay Voucher will reflect the items listed on this report. The item you have listed must be in accordance with the Sick Leave and Substitute Teacher Regulations adopted by the North Carolina State Board of Education.

Please complete this form before your absence or immediately upon returning to work. Print your name and school location then sign your name as shown on your Pay Voucher.

No. of Days	Dates	Description
_____	_____	1. Sick Leave - Personal Illness
_____	_____	2. Sick Leave - Other (Check appropriate category below) <input type="checkbox"/> a. Illness in an employee's immediate family <input type="checkbox"/> b. Death in the immediate family
_____	_____	3. Sick Leave - Personal illness in excess of Sick Leave Regulation
_____	_____	4. Other Absences with no Deduction (Check appropriate category below) <input type="checkbox"/> a. Community responsibilities <input type="checkbox"/> b. Approved meetings or assignments <input type="checkbox"/> c. Civil Leave (Check appropriate category below) <input type="checkbox"/> Jury Duty <input type="checkbox"/> Court Attendance <input type="checkbox"/> Subpoenaed or directed by proper authority to appear as a witness <input type="checkbox"/> d. Teachers participating in In-Service School Projects <input type="checkbox"/> e. Suspension with pay <input type="checkbox"/> f. Military Leave <input type="checkbox"/> g. Teachers injured during an episode of violence <input type="checkbox"/> h. Observance of bona fide religious holiday
_____	_____	5. Other absences with deductions (Check appropriate category below) <input type="checkbox"/> a. Professional responsibility and attendance at a professional meeting <input type="checkbox"/> b. Community responsibility (as approved by the superintendent of the administrative unit for such reasons as funeral or school child or parent or representing the school/administrative unit).
_____	_____	6. Personal Leave - To be approved by the Principal & Superintendent. Deduction for substitute pay will be made. Request should be made 5 days in advance.
_____	_____	7. Absence without pay - An employee who is absent for any cause other than those enumerated above shall not be entitled to receive salary payment for those days.
_____	_____	20. Annual Leave - To be approved by the Principal and/or Superintendent in advance. Teachers, Media Specialists, and certified personnel who regularly teach one or more classes per day cannot take annual leave on days when students are in attendance.
_____	_____	28. Bonus Leave - the same restrictions for the use of Annual Leave apply.

Print Employee's Name	School Location
Employee's Signature	Date
Principal's / Supervisor's / Superintendent's Signature	Date