

Montabella Community Schools Absence Form

This form is to be used to request and report absence of any type. Each employee is responsible for the timely completion and submission of this form to request and/or report absence.

Personnel Information

Name: _____ Position: _____

Date Completed/Submitted: _____ Date(s) Requested: _____

Type of Absence (check one)

Sick day(s) _____ Personal day(s)* _____ Family sick day _____

Bereavement day(s) _____ Dock days(s)* _____ Parental leave** _____

Adoptive leave* _____ Public office leave** _____

Sick leave for maternity** _____ Study/Research/Travel** _____

Employment leave** _____ Jury duty or work related subpoena(s) _____

*Requires advance signature and approval of the Superintendent

**Requires advance board approval

All leaves of absence shall be in accordance with collective bargaining agreements

Administrative Information

Request Approved: _____ Request Denied: _____

A substitute will be required (yes or no): _____

Supervisor's Signature (if needed): _____

Superintendent's Signature (if needed): _____

Timely Completion

Leaves that require advance approval by contract must meet agreed upon timelines for approval. Other reported leaves must be reported by the completion and submission of this form to the school office during the immediate day of returning to work.