



**CORONADO UNIFIED SCHOOL DISTRICT  
CLASSIFIED ABSENCE REQUEST FORM  
DO NOT POST SICK LEAVE ON THIS FORM**

**Please use ink! Input all \* absences in individual PeopleSoft account**

Employee \_\_\_\_\_  
(Please print)

School/ Dept. \_\_\_\_\_

ID # \_\_\_\_\_

Substitute required:  Yes  No

**Employee Completes**

TIME OF ABSENCE		CHARGE TIME TO
DATE(S)	TIME & # OF HOURS	
		_____ Without Pay*
		_____ Personal Necessity* (5 days advance notice and explanation)
		_____ Personal Business* (2 days notice)
		_____ Vacation*: Requires prior approval
Explanation of Personal Necessity Request: _____ _____ _____ _____ _____		_____ Bereavement Leave*:  Relationship to Employee _____
		Out of State or Over 350 miles? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Subject to Verification</b> _____ Jury Duty* (attach time card from court) _____ Military Leave* (attach copy of orders)		<b>Do not enter into PeopleSoft.</b> <b>Field Trip</b> Name/Destination _____
Other: _____ _____ _____		<b>Conference</b> Name of Conference _____ Location _____
		<b>Release Time</b> Reason _____

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

<b>PRINCIPAL/SUPERVISOR COMPLETES:</b>	
I recommend this request be _____ Approved _____ Disapproved	
Signature _____	Date _____