

**CORONADO UNIFIED SCHOOL DISTRICT
 ABSENCE REQUEST FORM
 DO NOT POST SICK LEAVE ON THIS FORM
 Please use ink!**

Employee _____
 (Please print)

School/ Dept. _____

ID # _____

Substitute required: Yes No

Name of Requested Substitute: _____

Input all * absences in individual PeopleSoft account

TIME OF ABSENCE		CHARGE TIME TO
DATE(S)	TIME AND # OF HOURS	<p align="center">Enter into PeopleSoft*</p> <p>_____ Personal Necessity* (Requires 3 days advance notice AND explanation) Explanation of Personal Necessity Request: _____ _____ _____</p> <p>_____ Personal Business* (Requires 2 days notice notice and NO explanation)</p> <p>_____ Bereavement Leave*: Relationship to Employee _____ Out of State or Over 350 miles? ___ Yes ___ No</p> <p>_____ Without Pay*</p> <p>_____ Vacation* - <i>Classified Only</i></p> <p>_____ Jury Duty* (attach time card from court)</p> <p>_____ Military Leave* (attach copy of orders)</p>
Explanation of Personal Necessity Request: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
<p align="center"><i>Do not enter into PeopleSoft</i></p> <p>_____ Field Trip Name/Destination _____</p> <p>_____ Conference Name of Conference _____ Location _____</p> <p>_____ Release Time Reason _____</p>		

Employee Signature

Date

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