

Coronado Unified School District

CERTIFICATED & CLASSIFIED ABSENCE REQUEST FORM

Do **NOT** post sick leave on this form!

Please use ink!

Employee _____

School/Dept. _____

Substitute required: Yes No

Requested Substitute: _____

Input all * absences in individual PeopleSoft account

TIME OF ABSENCE			CHARGE TIME TO
Date(s)	Day of Week	Specific Times That Coverage is Needed	<u>Enter into PeopleSoft*</u>
			_____ Personal Necessity* (When possible, provide 3 days advance notice AND explanation) Explanation of Personal Necessity Request: _____ _____
<u>Do not enter into PeopleSoft</u>			_____ Personal Business* (When possible, provide 2 days notice and NO explanation)
_____ Field Trip Destination _____			_____ Bereavement Leave*: Relationship to Employee _____ Out of State or Over 350 miles? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Conference Name _____ Location _____			_____ Without Pay* Only available when all sick/vacation days are depleted
_____ Release Time Reason _____			_____ Vacation* - <u>Classified Only</u>
_____ School-Related Meeting Reason (IEP, 504, etc.) _____			_____ Jury Duty* (attach time card from court)
			_____ Military Leave* (attach copy of orders)

Employee Signature

Date

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