

SCHOOL DISTRICT OF THE CITY OF YORK, PENNSYLVANIA
31 N Pershing Avenue
York, PA 17401

EMPLOYEE ABSENCE REPORT

INSTRUCTIONS:

1. Employee is responsible for completing all requested information.
2. Form must be typed or written legibly in BLACK ink and submitted to your supervisor for approval and then sent to the office of the appropriate Assistant Superintendent where it will be recorded.
3. Form must be submitted immediately upon returning to work in cases of Sick or Funeral Leave. If sick more than five (5) consecutive days, submit form weekly.
4. When requesting Personal Leave, Jury Duty and Vacation, form should be submitted at least five (5) days prior to the intended absence. In this case the form will be retained by the Assistant Superintendent's office after approval has been obtained. If not approved, employee will be notified as soon as possible via mail or telephone by your supervisor. **EMPLOYEE SHALL BE CHARGED WITH PERSONAL LEAVE UNLESS THE OFFICE OF THE APPROPRIATE ASSISTANT SUPERINTENDENT IS NOTIFIED TO THE CONTRARY. THIS NOTIFICATION MUST BE IN WRITING.**
5. Form **MUST BE SIGNED BY EMPLOYEE.**

Name _____ Position _____
Subject Taught _____
Employee ID No. _____ Location _____
Date (s) Absent _____ Total Days _____ Building _____
Substitute Required: Yes _____ No _____ If yes: Starting time _____ Ending Time _____

REASON FOR ABSENCE

REASON FOR ABSENCE

Sick _____
Family Sick _____
Funeral Leave _____
Other _____

Vacation _____
Personal _____
Jury Duty _____

* _____
EMPLOYEE'S SIGNATURE _____ DATE _____

*By my signature, I confirm that I have these days currently available to me. Submission of a form without available leave is in violation of District Policy and shall be subject to disciplinary action.

*******FOR OFFICE USE ONLY*******

DATE RECEIVED _____ VERIFIED _____

APPROVED / NOT APPROVED _____
SUPERVISOR'S SIGNATURE _____ DATE _____

IF NOT APPROVED, STATE REASON: _____

APPROVED / NOT APPROVED _____
SUPERINTENDENT/DESIGNEE _____ DATE _____

YCSD 305
9/86Rev 5/87, 9/92, 9/97 8/98 3/99

PLEASE NOTE: ALL NON-INSTRUCTIONAL REPORTS SHOULD BE SENT TO THE PAYROLL DEPARTMENT IN THE BUSINESS OFFICE IMMEDIATELY UPON APPROVAL.