

# Tulare Joint Union High School District Classified Employee Absence Report

Name: \_\_\_\_\_ Social Security #: XXX-XX-  
(Print)

Date(s) Absent: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**Reason for Absence:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Sick Leave</b><br><small>Employee</small>   | <input type="checkbox"/> <b>Vacation</b><br><small>Prior approval required</small>   | <input type="checkbox"/> <b>Jury Duty</b><br><small>Attach summons</small>                         |
| <input type="checkbox"/> <b>Accident on the Job</b><br><small>Workman's Compensation attach documentation</small> | <input type="checkbox"/> <b>Comp Time</b><br><small>Attach copy of log sheet</small>   | <input type="checkbox"/> <b>Discretionary Leave</b><br><small>Three (3) Discretionary Days</small> |
| <input type="checkbox"/> <b>School Business *</b><br><small>Describe School Business</small>                      | <input type="checkbox"/> <b>Bereavement Leave *</b><br><small>Give relationship and location below - immediate family only</small> | <input type="checkbox"/> <b>Unpaid Leave *</b><br><small>Give reason for request below</small>     |

**\*Reason for Requesting Leave (if required):**

\_\_\_\_\_  
 \_\_\_\_\_

## Personal Necessity

Classified employees shall be entitled to use up to ten (10) days of accumulated and/or credited sick leave during each year in case of personal necessity. The Superintendent and or Assistant Superintendent for Human Resources must approve all personal necessity leave requests.

**Personal Necessity - reason requesting leave** \_\_\_\_\_  
reason must be completed

**I certify that I am not using Personal Necessity Leave for any of the following reasons:**

Check all

- Political activities or demonstrations**
- Vacation, recreation, or social activities**
- Civic or organizational activities**
- Employee association activities**
- Routine personal activities**
- Occupational investigation**

This report will serve as certification that the signee was absent on the indicated date(s) for the specified reasons.

**Employee's Signature:** \_\_\_\_\_

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

**Supervisor's Signature:** \_\_\_\_\_

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