



San Juan Unified School District

Employee Absence Form

Name: _____ Employee Identification Number: (_____)

(Go to: <http://district.sanjuan.edu/eid/> to find your employee ID Number)

Position/Classification: _____ Site/Location: _____

Start Date:	End Date:	Hours:	Absence Code:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Hours must be indicated in quarter increments only:

1-15 minutes = .25 Hrs. 16-30 minutes = .50 Hrs. 31-45 minutes = .75 Hrs. 46-60 minutes = 1 Hr.

- (11) Sick Leave: Illness, Injury or Medical Appointment
- (12) Personal Necessity: Not to be used for recreation, illegal activities, other employment or work stoppage/strikes.
- (13) Parental (Childbirth): Leave: Must submit Doctor's Verification
- (20) Bereavement – 3 days Relationship to Deceased: _____
- (21) Bereavement – 5 days (300 miles or more, one way)
Address: _____
One Way Mileage: _____
Relationship to Deceased: _____
- (22) Jury Duty (Must attach verification to absence form)
- (23) Temporary Military Duty (Attach orders with form)
- (24) Critical Illness in Immediate Family (3 days):
(attach completed Critical Illness Verification Form)
- (26) Vacation: indicate your available hours: _____
Vacation requests must be preapproved using this form. See below.
- (27) Workers' Comp.: Report Filed? Yes No (Circle one)
- (29) Short Term Professional Leave: Not to exceed 20 days
- (33) Authorization to attend Conference/Workshop/Visitation
- (34) Negotiations Session
- (36) In-District Assignment
- (42) Critical Illness/Injury in immediate family extension (not to exceed 20 days)
- (52) Salary Deduction/Personal Business
- (63) Absence not Authorized/AWOL
- (67) Compensatory Time Used (Comp Time)
Comp Time must be preapproved using this form. See below.

Employee's Signature: _____ Date: _____

Supervisor/
Administrator's Signature: _____ Date: _____

REQUEST IS:

() Approved () Need to Reschedule

() Not Approved () N/A: Notification Only

For complete information regarding all entitlements that you may be eligible for, please refer to your specific bargaining unit contract.
If your contract allows an entitlement and the absence reason code is not listed above, please contact the payroll manager at 971-7222.

The following must be approved in advance

Vacation/Compensatory Time Scheduling: Vacation and compensatory time must be approved in advance. Vacation and compensatory time shall be scheduled at times requested by members so far as possible within the Districts work requirements.