

It is VERY important that you fill this out and return it to the building secretary as soon as you return to work.

McCRORY PUBLIC SCHOOLS ABSENCE REPORT

Name _____ Employee Number _____

Date or Dates Absent _____

Number of Days Absent _____

_____ Personal Illness

_____ Jury Duty

_____ Illness in Family *

_____ School Business Leave *

_____ Funeral Leave

_____ Professional Development *

_____ Personal Leave

_____ Vacation

_____ Other *

_____ Accident on the Job

*Explanation: _____

(Any leave codes marked with * need to be explained in the blanks above.)

Employee's Signature

Principal's Signature

ADMINISTRATION USE ONLY

_____ Entered in Efinance