Woodsboro Independent School District **Absence-From-Duty Request/Report**

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

For discretionary leave, this form must be submitted for approval prior to the time you are requesting to be absent from duty. This form must be submitted immediately upon return for all other leave.

Absences of three or more consecutive days for personal or family illness must have a written statement from a healthcare practitioner attached.

Employees requesting or reporting an extended leave of more than five days must schedule (if possible) a conference with the superintendent or designee.

Leave request will be granted in accordance with board policy DEC.

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Date:Click or tap to enter a date. |
| Campus: Click or tap here to enter text. | Sub Needed: \_[ ] \_ Yes \_[ ] \_ No |
| Date of Absence:Click or tap here to enter text. | Total Days: Click or tap here to enter text. |

**Reason for Absence**

|  |  |
| --- | --- |
| * Personal illness or medical appointment

Is illness or injury work related? \_\_\_ Yes \_\_\_\_ No | ❏ Personal Business  |
| * Illness or medical appointment in family
 | * Leave to care for a newborn child or placement of child
 |
| * Death in family
 | * Jury duty or subpoena (Attach Document)
 |
| * Emergency
 | * School Business
 |

|  |  |
| --- | --- |
| Employee Signature: | Date: Click or tap to enter a date. |
| Principal/Supervisor Signature:  | Date: |
|  Leave Status: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved  |  |
| Superintendent Signature: | Date: |
|  Leave Status: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved  |  |

**OFFICE USE ONLY:**

State Personal Leave Hours: \_\_\_\_\_\_ State Sick Leave Hours: \_\_\_\_\_\_

Local Leave Hours: \_\_\_\_\_\_ Family & Medical Leave Hrs: \_\_\_\_\_\_

Temporary Disability Days: \_\_\_\_\_\_ Other: \_\_\_\_\_\_

Notice Provided to Employee: \_\_\_\_\_\_ FMLA Workers Compensation