



ORE CITY

Independent School District

**ABSENCE
FROM DUTY
FORM**

Form Instructions:

The form **MUST** be completely filled out or it will not be accepted.
 The form may be used for up to one week of the **SAME** week only - **NO EXCEPTIONS**.
 ONE employee per ONE sub per form - **Do NOT** put two subs or two employees on the same form.
 If a sub was not used please write "**NO SUB**" in the Sub Name field.
 Documentation must be attached for Jury Duty, Subpoena's or School Business.

Employee Name: _____

Today's Date: _____

Department/Campus: _____

Circle the position you will be absent from, ONE form per position:

Admin Aide Bus Driver Cafeteria Clerical Custodian Maintenance Teacher

| Weekday | Date | Employee Full/Half Day | Substitute Full/Half Day | Leave Code |
|-----------|------|---------------------------|-----------------------------|---------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |

| Type of Leave Code: | |
|---------------------|----|
| Local Leave | LL |
| State Leave | SL |
| Comp Time | CO |
| Non Duty Day | ND |
| Jury Duty/Subpoena | JD |
| School Business | SB |
| Vacation | VC |
| Worker's Comp | WC |
| FMLA | FM |
| "OLD" State Sick | SS |

Please circle the following if applicable:

Personal Medical or Illness

Personal Business

School Business Event Attending: _____

Substitute Name (or "No Sub"): _____

I have checked this report and certify it to be true and correct to the best of my knowledge. I understand that I am responsible for the full amount of my daily rate of pay if my leave balance(s) is depleted or if this is a restricted date-EVEN WITH PRIOR APPROVAL - and that the applicable amount will be withheld from the paycheck immediately following this absence report.

Employee Signature: _____ Date: _____

Secretary Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For Business Office Use:

| | |
|------------------|--------|
| Sub Rate of Pay: | Notes: |
| Posted: | |