

**PARIS JUNIOR COLLEGE**  
**ABSENCE REPORT FOR ADMINISTRATION AND STAFF**

**DIRECTIONS:** Complete this form and submit to your supervisor for approval. The supervisor should approve/not approve the absence and forward the form to the administrative head of the area. Once the administrator has approved/not approved the absence, the form should be forwarded to the Payroll & Benefits Coordinator. The supervisor and the employee should retain a copy of the form.

\_\_\_\_\_  
**Name of Employee**

\_\_\_\_\_  
**Employee ID**

**Date(s) of Absence:** \_\_\_\_\_

**Number of Hours used:** \_\_\_\_\_

**Reason for Absence**

\_\_\_\_\_ **Sick leave**

\_\_\_\_\_ **Family Medical Leave Act (FMLA)** [according to policy DEC (legal and local)]

\_\_\_\_\_ **Vacation**

\_\_\_\_\_ **Court Appearance/Jury Duty**

\_\_\_\_\_ **College Business (description of absence:** \_\_\_\_\_

\_\_\_\_\_ **Military Duty**

\_\_\_\_\_ **Funeral Leave** [according to policy DEC (local)]

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Action of the Supervisor:**

**Action of the Vice President:**

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved

\_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

Revised: January 2024