

**PARIS JUNIOR COLLEGE
ABSENCE REPORT FOR FACULTY**

DIRECTIONS: Complete this form and submit to your division chair for approval. The division chair should approve/not approve the absence and forward the form to the vice president of the area. Once the VP 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
<input type="checkbox"/> Sick leave
<input type="checkbox"/> Family Medical Leave Act (FMLA) [according to policy DEC (legal and local)]
<input type="checkbox"/> Discretionary Leave (Excluding 12 month faculty)
<input type="checkbox"/> Vacation (12 month Faculty only)
<input type="checkbox"/> Birthday leave
<input type="checkbox"/> Court Appearance/Jury Duty
<input type="checkbox"/> College Business (description of absence: _____)

<input type="checkbox"/> Military Duty
<input type="checkbox"/> Funeral Leave [according to policy DEC (local)]

If classes were missed, provide the following information:

Date	Class Missed	Arrangements
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature

Date

Action of the Supervisor:

Action of the Vice President:

☐ Approved ☐ Not Approved

☐ Approved ☐ Not Approved

Supervisor

Date

Vice President

Date