

**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**

- Sick leave**
- Family Medical Leave Act (FMLA)** [according to policy DEC (legal and local)]
- Discretionary Leave (Excluding 12 month faculty)**
- Vacation (12 month Faculty only)**
- Birthday leave**
- Court Appearance/Jury Duty**
- College Business (description of absence):** \_\_\_\_\_
  
- Military Duty**
- 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