

**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**

_____ **Birthday leave**

_____ **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 2026