

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