YOAKUM INDEPENDENT SCHOOL DISTRICT

DeWitt-Lavaca Special Education Cooperative

Absence from Duty Report

Employee: _____ Campus: _____

Date(s) of Absence: _____ Number of Days Absent: _____

Form may be used for multiple days in the same week.

Reason for Absence:
- ☐ Personal Business
- ☐ Personal Illness
- ☐ Child/Spouse Illness
- ☐ Other _____

Employee Signature **Principal or Director's Signature**

Type of Leave Used - MUST Select Leave Type

STATE LEAVE	DAYS	LOCAL LEAVE	DAYS
☐ #4 Sick/Personal Leave (Effective 95-96)	_____	☐ #2 Local Sick Leave	_____

OTHER LEAVE DAYS

- ☐ Jury Duty/Subpoena _____ Attach proper documentation.
- ☐ #3 School Business _____ Meeting or Event Attended: _____
- ☐ Compensatory Time _____ Must be preapproved and have the compensatory time available. May be used in one hour increments.

Substitute Information Required for Teachers & Paraprofessionals

Name of Substitute(s) _____ Date(s) _____

_____ _____

_____ _____

*Personal leave should be requested and approved in advance.
*Local Sick Leave is for illness only and cannot be used for personal business.
*State and Local Leave, Jury Duty and School Business can only be requested in **1/2** or **full day** increments.
*If you have a scheduled doctor or dentist appointment, jury duty, training or workshops, or are requesting personal leave, please submit this form as far in advance as possible so classroom and office coverage can be arranged.
*Use of Compensatory Time must be requested and approved in advance. Employee must also complete Request for Compensatory Time Approval form and secure approval from Supervisor.
*For unexpected illness, complete and submit this form on the first day back to work.
*For sick leave absences of five (5) or more consecutive work days, a written statement and release from the attending physician or practicioner must be attached to this form.
*For additional information regarding Yoakum Independent School District's policies for Leaves and Absences refer to the Yoakum ISD Board Policy Manual at http://pol.tasb.org/Home/Index/396 or contact the DLSEC Budget Manager.