



**ABSENCE
DOCUMENTATION FORM**

Name: _____

Position: _____

UNPLANNED ABSENCE *(same day absence)*

This is to certify that I was absent from my assignment:

Date(s): _____

Sick

Bereavement

Jury Duty

Reason:

Employee Signature: _____

Date _____

PERSONAL NECESSITY DAY (PN)

**** *A maximum of seven (7) PN day are allowed annually* ****

I am planning and/or took a PN day on the following date(s) and for the following reason:

Date(s): _____

Reason for PN:

Employee Signature: _____

Date _____

REQUEST FOR PLANNED VACATION WHILE STUDENTS ARE IN SESSION

I am requesting approval for a planned vacation while students are in session:

Date(s) _____ thru _____ Returning to Work on: _____

Reason for Request:

Employee Signature: _____

Date _____

Date SELPA Received _____

Approved

Denied

Reviewed By: _____

Date _____