

ABSENCE FROM WORK

Date _____

I have been absent from my duties as an employee of Eastern School District on: _____ for the following reasons:

(list date or dates above)

REASON	NUMBER OF DAYS
1. Personal Illness	_____
2. Family Illness/Death in Family	_____
3. Personal Day	_____
4. Jury Duty	_____
5. Dock pay (reason not covered by excused absence)	_____
6. Professional Day _____	_____
TOTAL	_____

Administrator Signature

Employee Signature

Employee I.D. #