

YOAKUM INDEPENDENT SCHOOL DISTRICT
DeWitt-Lavaca Special Education Cooperative
Absence from Duty Report

Employee: _____

Campus: _____

Date(s) of Absence: _____

Number of Days Absent: _____

If half-day, indicate
AM or PM:
AM PM

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)	_____
	_____		_____
	_____		_____

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- *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 practitioner 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.