

Request for Absence on District Business

Instructions: 1.) Employee requesting leave: complete and submit this form to your principal or department head. 2.) Approving authority (see signature section below): upon approval, verify the information, sign it, and submit to site timekeeper. 3.) Timekeeper: see "Timekeeper Instructions" section below.				
Empl ID:	Name (Last, First, Middle):			Date:
School or Dept:	Location:		Position Title	s:
Absence Dates: FROM DATE TO DATE No. of Days: No. of Hours*: *8 hours/day = Full time assignment		Office Title: No Co If yes, admininto SAMS a	f Organization (if any): mplete Request/Claim - Busistrator must schedule requent receive job number.	iness and Travel Expense and attach
APPROVALS Authorization of Absence (Imme	diate Supervisor) Date	-	Approval of Funding (for Subst	tute, if any) Date Entered in Time & Labor
Timekeeper Instructions: Report absence using the DBS time reporting code (TRC) in Time and Labor. DO NOT send a copy of the form to the any department unless it is requested. Once this form is completed, file it at your site. A copy may be made for the employee requesting the absence, if needed. Related Procedures: Prescheduled Substitutes (Proc. No. 7295) and Absence on District Business (Proc. No. 71585)				