

EUSD Employee Absence Report

Employee Last First School /Dept

Absent from duty Dates for Hours

For the reason checked below:

Deductible

☐ Illness (personal accident or injury)

☐

in Immediate Family

(relationship:)

☐ Personal Necessity

☐ Religious Holiday

☐ Vacation (Classified & Management Employees Only)

Illness

Non-Deductible

☐ Bereavement (see contract)

☐ Maternity

☐ Jury Duty

☐ Conference

☐ Field Trip

☐ In-House Project

☐ County/State Meeting

☐ Administrative Sub.

☐ Other:

1. Report absence in advance to 224-7988

2. After supervisor approval, submit to Business Office

Employee Signature Date Supervisor Approval Date

NOTE: Absences due to illness of more than five (5) consecutive days will require the signature of a physician. In cases of communicable diseases, the diagnosis is also required.

Physician Signature Date Diagnosis