

NATOMAS CHARTER SCHOOL

ABSENCE AND SUBSTITUTE REQUEST

FIRST and LAST NAME: _____

POSITION: _____

PROGRAM: _____

[] Instructional [] Non-Instructional [] Administrator

(BO, LE, PACT, PFAA, ILP)

CODE	TYPE OF ABSENCE	CODE	TYPE OF ABSENCE
SL	Sick Leave	PD	Paid Leave
PN	*Personal Necessity	LWPP	Leave With Partial Pay
J	Jury Duty (Attach Notice)	LWOP	Leave Without Pay
B	**Bereavement (Complete Explanation)	P/A	Paternity/Adoption
I/W	***Inservice/Workshop (Complete Explanation)	M	Maternity
SB/M	***School Business/Mtg. (Complete Explanation)	V	Vacation
WC	Workers Compensation	NC	Non-Contract

Date(s) Requested	Absence Code (from above)	Time of Day	# of Days	<input type="checkbox"/> Sub Needed (Enter Name if Known)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Explanation: _____

- * Personal necessity leave must be requested two working days in advance except in an emergency. Personal necessity shall not be used for: recreation, vacation, seeking other employment or any illegal activities.
- ** Bereavement leave is limited by relationship and distance. See employee handbook.
- *** Additional explanation: name of inservice/workshop, name of meeting or specific school business.

EMPLOYEE SIGNATURE

DATE

Check One: Request Approved

Request Denied

COORDINATOR / CHIEF FINANCIAL OFFICER

DATE

EXECUTIVE DIRECTOR

DATE