



Legal/Bereavement/Other Absence Request Form

MUST BE SUBMITTED TO HUMAN RESOURCES & SUPERVISOR **PRIOR** TO THE DATE OF ABSENCE

Employee Name: _____ CEA Support Staff Act 93 Admin
 Employee Email: _____ Building/School: _____
 Supervisor Name: _____

ABSENCE INFORMATION

Start Date of Absence: _____ End Date of Absence: _____
 Total Number of Days: _____

<input type="checkbox"/> Legal Reasons (specify below) <u>**Must attach supporting documentation.**</u> <input type="checkbox"/> Jury Duty <input type="checkbox"/> Child Adoption <input type="checkbox"/> Compulsory Court Appearance – <u>if not at fault</u> <input type="checkbox"/> Voluntary Court Appearance – <u>if not at fault</u> <input type="checkbox"/> Home Purchase Closing* <i>*Does NOT include home refinancing.</i> <input type="checkbox"/> Internal Revenue Service Audit	<input type="checkbox"/> Bereavement/Death Indicate Relationship: <ul style="list-style-type: none"> • <i>Three (3) days are granted for death in the immediate family (spouse, child, parent, parent-in-law, brother, sister, stepchild, resident grandparent, or domestic partner).</i> • <i>One (1) day absence may be used to attend the funeral of a near relative (first cousin, grandparent, grandparent-in-law, aunt, uncle, niece, nephew, daughter-in-law, son-in-law, sister-in-law, and brother-in-law).</i>
<input type="checkbox"/> Religious Holidays (CEA Only) Reason/Explanation: <ul style="list-style-type: none"> • <i>Two (2) days per year are allowed for religious holidays of a nature that are not provided for in the school calendar.</i> 	<input type="checkbox"/> Unpaid Absence (specify below) Reason/Explanation: <ul style="list-style-type: none"> • <i>If requesting more than one (1) unpaid day, a "Leave Request Form" must be submitted.</i>
<input type="checkbox"/> Worker's Comp <ul style="list-style-type: none"> • <i>Worker's Comp Report must be filed with Human Resources stating date of injury. Must include physician's note.</i> 	<input type="checkbox"/> Other (specify below) <u>**Must attach supporting documentation.**</u> Reason/Explanation: _____

SUB REQUEST INFORMATION

Substitute Needed: Yes No
 Start Date for Substitute: _____
 End Date for Substitute: _____
 Full Day Half Day AM Only PM Only

I affirm the reason(s) for this absence is true and accurate.

Employee Signature: _____ Date: _____

INSTRUCTIONS:

Email this request to Mary Beth Van Note (VannMa@centennialsd.org) **AND** copy your Supervisor on the email request. You may also print (purple paper only) and submit. All sections must be completed to be considered. Please allow 5-7 days for decision (with the exception of Bereavement/Death).

Office of Human Resources Use Only:

Approved

Denied

Human Resources: _____ Date: _____

REASON FOR DENIAL

IMPORTANT INFORMATION

- You will be notified by Human Resources via email if your absence request is approved or denied.
- Once approved, your building administrator/secretary will enter your absence in Aesop and/or Time Management and request a substitute, if needed.
- Please allow 5-7 days for decision (with the exception of Bereavement/Death). The Office of Human Resources will make every attempt to respond promptly.
- The Office of Human Resources will retain the original absence request form and will email the final approval or denial to the employee, principal/supervisor/director, and building secretary.
- Employees must attach supporting documentation for Legal Reasons with this request.
 - **For Jury Duty:** Following jury duty, an employee should either:
 - (1) sign over the check to Centennial School District, and submit the check to your building secretary, or
 - (2) cash/deposit the full jury duty check into his/her personal account, and then write a personal check payable to Centennial School District for the daily rate **ONLY** paid by the court. Keep monies awarded for mileage. Submit the check to your building secretary.