FACULTY/ADMINISTRATORS’ REPORT OF ABSENCE

In accordance with the HR Policy, you can use sick leave for the following reasons:

1. Sickness or disability related to pregnancy and childbirth
2. Personal illness or injury
3. Doctor or dental appointments
4. To be with your spouse, domestic partner, parent, or child for any of the above situations

ALL TIME TAKEN AS SICK MUST BE REPORTED USING WEB-TIME ENTRY.

NOTE: Absences longer than 3 days that qualify as a serious health condition can be processed as a Family Medical Leave Act (FMLA) leave. In addition, patterns of absentees may be questioned and doctor supported documentation may be requested.

Administrator’s Name: ___________________________ Date: _____________ UID#: ________________________
(Please print)

Please select your classification:  ADMINISTRATOR □  FACULTY □

I was absent on the following date(s) (MM/DD/YY) ________________________________________________

For the following reason

☐ Illness
☐ Jury Duty (Attach documentation)
☐ Unknown (Unknown absence will result in loss of pay for that date)

Signature of Administrator: _________________________________________________________________

Supervisor’s Name: ________________________________________________________________________
(Please print)

Signature of Supervisor: __________________________________________________________ Date: _____________

The Office of Human Resources – Payroll department may request copies of such documents for verification purposes. This form should be utilized by the departments for record-keeping purposes.