

# Imlay City Community Schools

## Imlay City Federation of Teachers

### Absence Report

**Sick Leave** report should be submitted the first day after returning to work.

**Personal Business Days** should notify the principal's office at least 48 hours in advance. Personal business days will not be approved for the day immediately preceding or following a school vacation for the purpose of extending the vacation. Approval for a personal business day immediately preceding or following a vacation will only be granted in special circumstances, at the discretion of the principal. Routine physical, dental, and optical examinations are appropriate use of personal business leave.

**Funeral Leave** should be requested as soon as the need is known.

**Note: Approval is conditional upon having the days accrued.  
It is the employee's responsibility to make certain time is available.  
A teacher work day equals 7.25 hours.**

Name \_\_\_\_\_

Number of Days Requested (7.25 Hours) \_\_\_\_\_ Date(s) \_\_\_\_\_

If partial Day, Time Left \_\_\_\_\_ Time Returned \_\_\_\_\_

#### **REASON FOR ABSENCE**

##### **Illness:**

- Personal  
 Family \_\_\_\_\_  
(Relationship)

##### **Funeral:**

- Spouse, Child, Parent  
 Other Relative \_\_\_\_\_  
(Relationship)  
 Friend

##### **Personal Business:**

- State Reason Below

##### **Jury Duty**

- Leave of Absence (Unpaid)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Supervisor/Principal Signature** \_\_\_\_\_

- ( ) Approved                      ( ) Not Approved                      ( ) Not Approved-May be Absent With Loss of Pay