

EMPLOYEE'S PERSONAL REPORT OF ABSENCE & SPECIAL LEAVE

CANTON CITY SCHOOLS, CANTON, OHIO

NAME _____

SS# _____

PAY ENDING DATE _____

	IF REPORTING AN ABSENCE <small>enter</small> REASON for ABSENCE	ENTER SPECIAL LEAVE CODE	CODES FOR SPECIAL LEAVE
1st week	Mon. _____	_____	1--Funerals not covered by present board policy. 2-- Illnesses not covered by present board policy. 3-- Financial and / or marital or legal problems. 4-- Weddings and graduations of children. 5-- Personal and / or private problems other than the above classifications
	Tues. _____	_____	
	Wed. _____	_____	
	Thurs. _____	_____	
	Fri. _____	_____	
2nd week	Mon. _____	_____	
	Tues. _____	_____	
	Wed. _____	_____	
	Thurs. _____	_____	
	Fri. _____	_____	

EMPLOYEE SIGNATURE _____

BUILDING _____

PRINCIPAL/SUPERVISOR SIGNATURE _____

All employees are required to file this absence report with the building principal or department head upon their return, or before payroll is made up for a given pay period. Any reasons for special leave that are not listed under codes for special leave must have the approval of the Superintendent's office or the Director of Human Resources.

PLEASE TURN IN ONLY 1 ABSENCE / SPECIAL LEAVE SHEET PER PAY PERIOD.