

EMPLOYEE'S PERSONAL REPORT OF ABSENCE & SPECIAL LEAVE

Canton City Schools, Canton, Ohio

Name _____

SS# _____

Pay Ending Date _____

	IF REPORTING AN ABSENCE enter REASON for ABSENCE	IF REPORTING SPECIAL LEAVE ENTER SPECIAL LEAVE CODE
1 st week	Mon. _____	<div style="text-align: right; margin-bottom: 10px;"><u>Codes for Special Leave</u></div> 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. _____	
2 nd 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.