

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8  
**REPORT OF ABSENCE**

\_\_\_\_\_  
Name

This is to report that I was absent from duty on \_\_\_\_\_ for \_\_\_\_\_ day(s) for:

- |  |  |
|--|--|
| <input type="checkbox"/> Personal Illness (PI)<br><input type="checkbox"/> Family Illness (FI)<br><input type="checkbox"/> Maternity Leave (ML)<br><input type="checkbox"/> Death in the family (DF)<br><i>(relationship to employee _____)</i><br><input type="checkbox"/> Personal Leave (PL)<br><input type="checkbox"/> Vacation (V) | <input type="checkbox"/> Conference/Workshop (CW)<br><input type="checkbox"/> Worker's Compensation (WC)<br><input type="checkbox"/> Field Trip (FT) / ExtraCurricular (EC)<br><input type="checkbox"/> Jury Duty (JD)<br><i>(District to receive reimb less mileage)</i><br><input type="checkbox"/> Deduction (D)<br><input type="checkbox"/> Meetings/IEPs/Screenings (M) |
|--|--|

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

<b>DATE</b>	<b>SUBSTITUTE</b>	<b>NO. OF DAYS</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

According to the School Policy, each employee is allowed 12 days of sick leave per year. Eleven-month employees are allowed 13 days per year. Twelve-month employees are allowed 14 days per year. Unused sick leave shall accumulate to a maximum of 380 days, including the leave of the current year. There will be no limit on accumulation of sick leave days for retirement purposes. Definition of sick leave is as follows:

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

A maximum of two (2) days of sick leave may be used to attend the funeral of loved ones not included above. A maximum of two (2) days of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew.

The Board may require a physician's certificate as a basis of pay after an absence of three (3) days for personal illness, or as it may deem necessary in either case.