

ABSENCE CERTIFICATE

NAME: _____

SCHOOL/LOCATION: _____

1 [] PERSONAL LEAVE _____

Policy GBRI

- A. An employee must notify the principal at least 24 hours before he/she wishes to use personal leave except in extreme emergencies.
- B. A maximum of two personal days may be used in succession
- C. Personal days may not be taken during the first or last week of school, during exams, nor before or after scheduled holidays on the school calendar.
- D. The immediate supervisor has the right to deny personal leave on a given day if he/she feels that the employee's presence at school on that day will be in the best interest of the educational program of that school.
- E. A minimum amount of personal leave that the employee may take at any given time is 1/2 day.

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2. [] Illness Date(s): _____ No. Days: _____
 (Increments of half day or whole day)

Policy GBRIB

An employee may use sick leave for absences caused by personal illness or illness in the immediate family which requires the personal attention of the employee.

Immediate family is defined as parents, stepparents, guardians, spouse, children, stepchildren, parents-in-law, daughter-in-law, son-in-law, siblings, grandparents, grandchildren and other dependents living in the home.

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3. [] Leave without Pay (full salary deduction) _____
 Date _____

Explain: _____

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4 [] Other _____
(Date): _____

Explain: _____

I hereby certify that the above information is correct.

Signature

Date

Approved by: _____