

Decatur Public School District 61  
**District Absence Approval Form**

Date \_\_\_\_\_ Employee Name \_\_\_\_\_ Location \_\_\_\_\_

**Employee Category**

- Administrator       Administrative Support       Custodial       Maintenance  
 Office Personnel       Support Staff (Non-Union)       Teaching Assistant       Teamster  
 Other

Date Requested \_\_\_\_\_  Full Day       Half Day - ( AM or  PM)  
 Date Requested \_\_\_\_\_  Full Day       Half Day - ( AM or  PM)  
 Date Requested \_\_\_\_\_  Full Day       Half Day - ( AM or  PM)

Substitute Needed: Yes / No  
 Prearranged: Yes / No  
 Sub ID# \_\_\_\_\_  
 Confirmed: Yes / No  
 By \_\_\_\_\_ Date \_\_\_\_\_

**Leave Type**

You may choose only **one** leave type per form

- Personal Leave       \*Conference       Short Term - *Non-Paid Leave*  
 Jury Duty       Vacation       Personal Illness  
 Funeral       Other\*\* – Requires Additional information regarding the nature of the request.

\*Conference Leave must also be entered in My Learning Plan for employee categories with access to MLP.

\*\*Other Leave (explain) \_\_\_\_\_  
 \_\_\_\_\_

**Acknowledgement Signature**

*I hereby affirm that my use of leave is in accordance with the provisions of the Collective Bargaining Agreement or in accordance with Board Policy. I understand that use of leave outside the language of my Agreement or Board Policy is subject to disciplinary action.*

\_\_\_\_\_ Print/Type Name      \_\_\_\_\_ Signature of Requester

- Request Approved       Request Denied       Cannot approve at this level

Reason for denial, if applicable \_\_\_\_\_  
 \_\_\_\_\_

Principal/Director/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send completed signed form to the Human Resource Department ONLY if the request is denied or cannot be approved.

**Human Resources:**

Eligible as of date \_\_\_\_\_: Sick \_\_\_\_\_ Personal \_\_\_\_\_ Vacation \_\_\_\_\_

- Request Approved as Paid Time Off       Request Approved as Non-Paid Time Off       Request Denied

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Director of Human Resources