

INSTRUCTOR ABSENCE REPORT

Instructor's Name	
Absence Notification Date	
Class and Section Number	
Coordinator	
Date and Time of Absence	
Specific Reason for Absence	<p>Sick leave:</p> <ul style="list-style-type: none"> <input type="checkbox"/> illness or injury <p>Personal necessity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> serious illness/death of an immediate family member <input type="checkbox"/> accident involving person/property or immediate family member's person/property <input type="checkbox"/> emergency requiring prompt response by individual during working hours <input type="checkbox"/> religious holiday <p>Personal business: <i>(Please give 5 business days notice when possible & a specific reason. This is not permitted to extend a holiday weekend)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> graduation ceremonies/wedding of immediate family member <input type="checkbox"/> court appearance <input type="checkbox"/> other important activity: _____ _____ _____ <p><small><i>*Absence categories as defined and described in the current PFF contract. Contract can be consulted for further information.</i></small></p>
*Substitute (Coordinator completes this)	

Reported by: _____