



**GREEN TREE SCHOOL
ABSENCE FORM**

Absence Form should be completed by all employees who are absent from work during his/her scheduled work time. The **employee should complete only Section A** of the Absence Form and his/her Coordinator should complete Section B of the Absence Form.

Section A

Current Date: _____

Name of Employee: _____

Date(s) of Absence: _____

Reason(s) for Absence: _____

Codes: Sick* _____ hours Jury Duty _____ hours
 Personal (emergency) _____ hours Bereavement _____ hours
 Professional Development _____ hours

* Sick leave beyond three (3) consecutive days counts as an excused absence with pay only if the employee provides a treating physician's note, relating to the employee's illness and capacity to return to work.

Section B

Approved: Yes No Date: _____

(As the Coordinator, I have verified the employee has available hours.)

Reason(s) for Not Approving Absence: _____

Name of Coordinator: _____

Signature of Coordinator: _____

**Absence Form must be submitted to payroll in Administration
no later than Friday of the week the absence occurred in order to receive paid leave for
that payroll period.**