WATTSBURG AREA SCHOOL DISTRICT

2021-2022 School Year

ABSENCE FROM DUTY FORM

Last Name _____ First Name _____ Building _____ Employee # _____

Position _____

	Date	Increment	
Week #1	MM-DD	.25 .50 .75 1.0	Absence Reason
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

	Date	Increment	
Week #2	MM-DD	.25 .50 .75 1.0	Absence Reason
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

BEREAVEMENT: Name of deceased/relationship:

_____

Employee Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Absence Reasons:	Circle Appropriate Pay Period		
Sick	06/19/21	-	07/02/21
Vacation	07/03/21	-	07/16/21
Personal	07/17/21	-	07/30/21
Sick Day Family	07/31/21	-	08/13/21
Teacher Emergency	08/14/21	-	08/27/21
Optional Day	08/28/21	-	09/10/21
Bereavement	09/11/21	-	09/24/21
Association Day	09/25/21	-	10/08/21
School Activity	10/09/21	-	10/22/21
Jury Duty	10/23/21	-	11/05/21
Remote Teaching	11/06/21	-	11/19/21
Legal Matter	11/20/21	-	12/03/21
FMLA - Unpaid	12/04/21	-	12/17/21
FMLA - Sick	12/18/21	-	12/31/21
FMLA - Personal	01/01/22	-	01/14/22
FMLA - Vacation	01/15/22	-	01/28/22
Personal Incentive	01/29/22	-	02/11/22
Workers Comp - Unpaid	02/12/22	-	02/25/22
Childbirth Leave	02/26/22	-	03/11/22
Administration Leave	03/12/22	-	03/25/22
Sick Day - Received	03/26/22	-	04/08/22
Sick Day - Given	04/09/22	-	04/22/22
	04/23/22	-	05/06/22
	05/07/22	-	05/20/22
	05/21/22	-	06/03/22
	06/04/22	-	06/17/22