

WATTSBURG AREA SCHOOL DISTRICT

2023 - 2024 School Year

ABSENCE FROM DUTY FORM

Last Name		First Name	Building	Employee #
Position				

	Date	Increment		Absence Reason
Week #1	MM-DD	.25	.5	
		.75	1	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

	Date	Increment		Absence Reason
Week #2	MM-DD	.25	.5	
		.75	1	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

BEREAVEMENT, Name of deceased/relationship:

Employee Signature

Supervisor's Signature

Absence Reasons:

Circle Appropriate
Pay Period

Sick	06/17/23	-	06/30/23
Vacation	07/01/23	-	07/14/23
Personal	07/15/23	-	07/28/23
Sick Day Family	07/29/23	-	08/11/23
Teacher Emergency	08/12/23	-	08/25/23
Optional Day	08/26/23	-	09/08/23
Bereavement	09/09/23	-	09/22/23
Association Day **	09/23/23	-	10/06/23
School Activity	10/07/23	-	10/20/23
Jury Duty	10/21/23	-	11/03/23
Legal Matter	11/04/23	-	11/17/23
FMLA - Unpaid	11/18/23	-	12/01/23
FMLA - Sick	12/02/23	-	12/15/23
FMLA - Personal	12/16/23	-	12/29/23
FMLA - Vacation	12/30/23	-	01/12/24
Personal Incentive	01/13/24	-	01/26/24
Workers Comp - Unpaid	01/27/24	-	02/09/24
Childbirth Leave	02/10/24	-	02/23/24
Administration Leave	02/24/24	-	03/08/24
Sick Day - Received	03/09/24	-	03/22/24
Sick Day - Given	03/23/24	-	04/05/24
	04/06/24	-	04/19/24
	04/20/24	-	05/03/24
	05/04/24	-	05/17/24
	05/18/24	-	05/31/24
	06/01/24	-	06/14/24
	6/15/2024		06/28/24

Please submit to supervisor on the last day of the pay period