

WATTSBURG AREA SCHOOL DISTRICT

2024 - 2025 School Year

ABSENCE FROM DUTY FORM

Last Name

First Name

Building

Employee #

Position

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

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

BEREAVEMENT, Name of deceased/relationship:

Employee Signature

Supervisor's Signature

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

Date

Date

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