



Moran ISD Employee Absence From Duty Report

Employee _____

Position _____

(Teacher, Aide, Cafeteria, etc.)

Cause of Absence _____

Date of Absence _____

Number of Days Absent _____

Signature _____

REASON FOR ABSENCE

State Personal Leave _____

Local Sick Leave (Non-Cumulative) _____

School Business _____

Jury Duty _____

Total days used on this report _____

Name of Substitute(s) _____ Date _____

Signature of Principal

Signature of Superintendent

Note: A State Minimum Personal Leave program consisting of 5 days per year personal leave, with no limit on accumulation and no restrictions on transfer among districts shall be provided for school district employees.

District employees retain any sick leave accumulated as State Minimum Sick Leave under section 13.904 (a) of the Education Code. Accumulated sick leave shall be used only for the following: (1) Illness of employee. (2) Illness of a member of employee's immediate family. (3) Family emergency. (4) Death in the employee's immediate family.

Local Sick Leave Consisting of 3 days is available to employee after the State Personal and State Accumulated Sick days are exhausted. Employees will be afforded sick days with a substitute pay reduction. Local days do not accumulate.

Each employee must submit an Absence From Duty Report immediately after returning to duty. A written statement from the attending physician must be submitted for an absence of three (3) continuous workdays. This statement should be attached to this form.