

**Damon ISD – Auxiliary Employee
Absence From Duty Report**

Print or Type Employee Name: _____

Campus: Damon Elementary

Employee # _____

NOTE: All employees must submit an Absence from Duty form immediately after returning to duty. A Personal Illness absence for more than three (3) consecutive work days requires a doctor's certification of illness and of the employee's fitness to return to work. A leave of more than three (3) consecutive work days for an illness of a member of the employee's immediate family requires a doctor's certification of the family member's illness.

Code	Leave Type	Coding for Office Use Only
04	Other (Jury Duty, Military Leave, Deduction, etc)	
01	Local Sick Leave (Mandatory leave deduction \$50 per day)	
02	Local Personal	
05	School Business and/or Prof Dev Workshop (Reason required) *	
07	Old State Sick Leave (earned prior to May 30, 1995)	
06	State Personal (Reason required) *	
08	Testing students-not in the classroom	
03	Comp leave	

Day	Absence Date	Half Day or Whole Day	Leave Code	Reason ***Must state a reason	Substitute Used	Sub ID
MON						
TUES						
WED						
THURS						
FRI						

I understand that according to District Policy DEC (Local) I must report and be charged leave as used even if a substitute is not employed. In the event that the leave I have selected is not available, I authorize the Payroll Department to charge the next available applicable leave balance for my absence. In the event that a paid leave balance is not available, I understand that I will be docked on my next pay check at my full pay rate for each day of exceeded leave. I certify that this report is a true and accurate statement of my absence from duty.

Principal / Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

Payroll Department Use

1. Check Leave Balances

Yes _____

No, changed to _____

No, dock amount _____ Employee Notified _____

2. Posted to RSCCC

3. Verified

Leave Transmittal _____

Leave Transmittal Report _____

Absence Deduction _____

Payroll List of Transactions _____