Subject: ABSENCE REPORT / VACATION and/or PERSONAL LEAVE REQUEST

A. Absence Report Cards can be obtained from the Payroll Department in the Business Services office. (See sample). All employees need to complete an absence card. The information from the card needs to be transferred to Kronos or Timecard Online, and the card should be filed in the school/department location. It is very important that the absence be recorded even though an employee is not present to turn in an absence card. This becomes especially important in maternity or other extended illness situations. To make sure the correct absence is taken, use only the absence codes list on the absence card.

B. The Absence Report Card should be completed as follows:

1. Fill in the date(s) of absences for the week.
2. Fill in the number of hours of leave per day(s) of absence(s), using the choices of vacation, sick leave, personal paid, educational leave, jury duty, work comp, or military. Be sure to enter leave as listed on the card, regardless of available leave.
3. For hourly employees, if employee clocked out & back in at lunch because of taking a shorter or longer lunch, check the “Cancel lunch autodeduct” box under the appropriate date so the employee’s regular scheduled time for lunch is not deducted.
4. The employee must sign and date the absence card and enter their CPS ID number, then turn it in for approval of supervisor.

NOTE: Any correction for absences previously reported must be submitted to Business Services by supervisors on the next payroll period.

C. Vacation and/or Personal Leave Forms may be obtained from the Payroll Department in the Business Services office. (See sample). Prior to taking any vacation or personal leave, employees must complete this form and turn it in for approval of supervisor.

D. The Vacation and/or Personal Leave Form should be completed as follows:

1. NAME: The name of the employee making the vacation or personal leave request.
2. DATE OF ABSENCE: The date(s) the employee will be absent.
3. POSITION: The employee’s position in the District (i.e., teacher, secretary, etc.)
4. BUILDING: The school or building where the employee is located.
5. CPS ID#: The employee’s 5-digit ID number.
6. FULL DAY / HALF DAY / OTHER: Check the amount of leave being requested. On “Other” put the time of either the “arrive at” or the “leave at” time of day.

7. REASON: Indicate vacation, personal leave, sick leave, etc.

8. DATE: The date the employee is completing the request.

9. SIGNATURE OF EMPLOYEE: The signature of the employee requesting the leave.

10. APPROVE/DISAPPROVE: The supervisor must check the appropriate box to approve or disapprove the request.

11. DATE: The date the supervisor is signing the request.

12. SIGNATURE: The signature of the supervisor approving the leave request form.
ABSENCE REPORT / VACATION AND/OR PERSONAL LEAVE REQUEST

Columbia School District
LEAVE REQUEST FORM
(Prior Approval Form)

Name

Date(s) of Absence

Position

Building

CPS ID#: E 0 __ __ __ __ __

☐ Full Day
☐ Half Day - AM
☐ Half Day - PM

Arrive at

Leave at

Time of Day

Time of Day

Reason (Include type of leave to be taken - vacation, personal
leave, sick leave, etc.):

Date

Signature of Employee

I have reviewed the above request and ☐ approve / ☐ disapprove this employee’s absence as requested.

Date

Signature of Supervisor

NOTE: Upon returning to duty, the employee is required to complete the Columbia School District ABSENCE REPORT on the reverse side of this card.