



# Fabens High School

## Absence Request

### Absence Information

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Substitute Request: \_\_\_\_\_

☐ My substitute binder is ready

Type of Absence Requested:

- |  |                                    |   |  |
|--|------------------------------------|---|--|
| <input type="checkbox"/> Personal Business | <input type="checkbox"/> Doctor    | <input type="checkbox"/> Family Illness | <input type="checkbox"/> Death in Family |
| <input type="checkbox"/> Personal Illness  | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Emergency      | <input type="checkbox"/> Vacation        |

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence:

*You need to give five (5) days notice for absences related to workshops/conferences, jury duty, and field trips. Personal days requested need to have three (3) days of notification.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

### Principal Approval

- ☐ Approved
- ☐ Rejected

Comments:

\_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_  
*Date*