

RIVERVIEW SCHOOL DISTRICT #407 ABSENCE REPORT - PAID LEAVE

(For other types of leave or leave without pay, see your Supervisor or District Human Resources for process and forms)

EMPLOYEE COMPLETES THIS SECTION	Employee Name (print)	Location	
	TYPE OF PAID LEAVE	DATE(S) TO BE CHARGED	TOTAL HOURS
	Sick Leave (Sub Online or Form)	Individual, Family, Emergency, Maternity, Paternity, On the Job Injury (over 5, fill out Ext Leave Req)	
	Personal Leave (Sub Online or Form)		
	Bereavement (Sub Online or Form)	Up to 5 days. Further days require Superintendent approval.	
	Association Business (Sub Online or Form)	Approved by Supervisor and Program Manager.	
	Jury Duty (Sub Online or Form)	Send copy of summons to Payroll Office.	
	Military (Sub Online or Form)	1-5 days, send military orders to HR; Over 5 days use Extended Leave Form (21 days max per yr).	
	Professional Development (Sub Online or Form)	Approved by Supervisor and Program Manager.	
	Short Term Personal Leave (REA only - Form required)	1-5 days: Approved by Supervisor and Superintendent or Designee (substitute rate deducted from Teacher pay).	
	Vacation (Form required)	Only available for 12 month Employees or Administrators.	
	Leave Explanation		
	I certify that the above information is a true and correct statement.		
	Employee Signature		Date

SIGNATURES	Supervisor's Signature (only if required)	Date
	Superintendent's or Designee's Signature (only if required)	Date