

Instructions for completing the Absence From Duty Report Form:

1. Complete your name, Emplid # and your current school or department name.
2. Select the reason for your absence by checking one of the boxes in the “Leave Selection”.
3. Select which leave bank to deduct your absence from by entering the date and number of requested hours under that category. If requesting more than one day, indicate as shown here (Date 8/1 – 8/5, Hours - 40).
4. Grayed-out boxes are not an option for selection.
5. If requesting Funeral Leave, read the short description on the form. Refer to District Policy DEC(LOCAL) - Compensation and Benefits – Leave and Absences for complete details.
6. Sign and date your form.
7. Submit your completed form to your immediate supervisor for Approval or Disapproval.
8. Submit your approved form to your school or department’s time recorder for entering into PeopleSoft.

Note: You are responsible for viewing your leave balances and charges to your leave accounts shown your pay statement on the portal.

ABSENCE FROM DUTY REPORT

(To be completed for all absences.)

EMPLOYEE: _____

EMPLID#: _____

SCHOOL OR DEPARTMENT: _____

THE EMPLOYEE SHOULD CHOOSE WHICH LEAVE BANK TO DEDUCT THE TIME FROM ACCORDING TO POLICY.

Please check (✓) Leave Selection and indicate date(s) of absence and number of requested hours.

LEAVE SELECTION	STATE LEAVE		LOCAL LEAVE		STATE SICK LEAVE		VACATION LEAVE		JURY DUTY	
	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours
<input type="checkbox"/> Personal Illness										
<input type="checkbox"/> Personal Leave										
<input type="checkbox"/> Vacation Leave										
<input type="checkbox"/> Family Illness										
<input type="checkbox"/> Jury Duty										
<input type="checkbox"/> Religious Holiday										
<input type="checkbox"/> Other (Specify): _____										
<input type="checkbox"/> Funeral Leave** (additional days)										

**Identify Relationship if requesting Funeral Leave: _____ Dates: _____

FUNERAL LEAVE:

Per District Policy DEC(LOCAL), regular employees eligible for the comprehensive leave program may receive funeral leave and be absent without loss of pay and without deduction from their accrued leave in the case of death of a spouse, child, parent, current parent-in-law, or any person residing in the employee's home at the time of death, for a period not to exceed three days per occurrence. **If an employee needs to take additional days off beyond the three days or needs to take time off for other funerals, this time off is charged to the employee's accrued leave balance as identified.**

STATE SICK LEAVE:

For employee with time accumulated prior to 1995 under the former Section 13.904(a) of the Education Code.

FAMILY AND MEDICAL LEAVE:

Per District Policy DEC(LOCAL), employees who request a leave of absence under the Family and Medical Leave Act for their serious health condition or that of a family member must provide the District with documentation from the health care provider which supports their request for such leave. For more details see Board Policy DEC(LEGAL) and DEC(LOCAL). Such written certification should be provided in advance or at the start of the leave. The certification form can be obtained from the HISD Website at www.houstonisd.org under Human Resources Department to be completed and submitted to the employee's appropriate HR Generalist.

ASSAULT LEAVE:

Any employee requesting assault leave should contact their supervisor immediately and file a worker's compensation claim. See District Policy DEC(LEGAL).

Employee Signature	Date
Principal/Supervisor Signature	Date
Leave Status: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	