

Commerce Independent School District

Absence from Duty Report for All Employees

Employee: _____ Campus: _____

Social Security # _____

Date(s) Absences(s) _____

*Reason for Absence

*See Employee Handbook for complete explanation of leave or Board Policy DEC Local. Click News and Policies at www.commerceisd.org. Available leave is printed on check stubs.

State Leave (choose A or B)

A) Personal Leave (5 days annually, cumulative) _____ *Number of Days*

Discretionary (scheduled in advance at employee's discretion with Principal's permission. Please use the Request for Discretionary Leave form to request leave in advance according to policy.)

Non-discretionary (Personal or family illness, emergency or death.)

B) Sick Leave _____ *Accumulated prior to June 1995*

Local Sick Leave

Sick Leave is used for personal or family illness only

(5 days annually, may accumulate up to 40 days) _____

Number of Days

Leave may be used in any order. If an employee fails to designate the type of leave used, local leave will be used.

School Business _____

Jury Duty _____

Staff Development _____

Code No. _____

Administrators only

Vacation _____

Total Days Absent _____

Employee's Signature _____

(For Principal's Use Only)

Name of Substitute

Social Security #

Total Days

Comments: _____

Principal's Signature _____