

## 2024-25 WNS Faculty Absence Report and Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

General guidelines for reporting absences:

**All faculty: must report absences from work due to illness, personal reasons, bereavement, or jury, by means of this form. Immediately after returning to work, please submit the completed form to your Divisional Director or Immediate Supervisor.**

**Please check which category applies and complete the bottom portion.**

**Sick Leave Policy Highlights** (check the Employee Handbook for additional details):

1. Full-time teachers are granted eight (8) days of paid sick leave per school year.
2. Sick leave in excess of this limit is unpaid. However, unused sick leave can be carried over to a subsequent year and used for a longer-term illness.
3. Sick leave is recorded between August 22, 2024, to June 30, 2025, when school is in session--not during the summer or other school breaks.
4. Paid sick leave may be used. For kin care: to care for an immediate family member during his/her illness.
5. Paid sick leave may NOT be used as personal time off (see below).
  - Paid Sick Leave
  - Unpaid Sick Leave

**Personal Leave Policy Highlights** (check the Employee Handbook for additional details):

Full-time teachers are granted two (2) days of paid personal leave per school year (Aug. 22-Jun. 30). Personal leave in excess of this limit is unpaid; however, the employee must obtain written permission in advance from his/her Division Director. Personal leave may be used for an employee's own illness or kin care if paid sick leave is exhausted.

Here are the steps when requesting time off :

**Step 1:** Email or speak with your division director about the time needed and why.

Complete this **WNS Faculty Absence Report and Request Form** and give it to your **Division Director**.

**Step 2:** Submit for approval in Paycom (Please add comments in Paycom time needed and why)

**Step 3:** Once approved by the division director, submit coverage plans to the division director. The division director will add absence to Google Calendar.

Paid Personal Leave

Unpaid Personal Leave

**Bereavement and Jury Duty Leave** (check the Employee Handbook for additional details):

- Employees are granted up to three (3) days off paid bereavement leave per school year if needed.
- Employees are granted up to five (5) days of paid jury duty leave per school year if needed.

Date(s) of paid absence \_\_\_\_\_ Unpaid absence \_\_\_\_\_

Reason: \_\_\_\_\_

Substitute teacher/supervision coverage, if applicable \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

For office use, as applicable:

Head \_\_\_\_\_ Date: \_\_\_\_\_ Div. Dir. \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head \_\_\_\_\_ Date: \_\_\_\_\_ Front Office \_\_\_\_\_ Date \_\_\_\_\_