

MIRACOSTA COMMUNITY COLLEGE DISTRICT FULL TIME FACULTY ABSENCE REPORT FORM

Employee: _____ PAY ID# _____

Date(s) of absence: From _____ To: _____ Total Hours Absent: _____

TYPE OF ABSENCE (please check one)

- Sick Leave (Illness, Injury, Doctor Appt. - Absences over 5 days requires doctor's note)
- Workers Comp Personal Business (per AB1522)
- Jury Duty (must attach court time slip) Unpaid Time Off
- Bereavement Leave: Relationship _____
Out of state travel required? _____ (3 days in the state, 5 days outside the state)
- Personal Necessity (please check one):
 - Death of a member of the immediate family when additional bereavement leave is required beyond that provided by Board policy (refer to AP 7340)
 - Serious illness of a member of the immediate family
 - Accident involving the employee's person or property or the person or property of his/her immediate family, including unavoidable transportation delays
 - Unavoidable family commitments
 - Emergency administration of estate problems relative to the immediate family
 - Observation of a day(s) of religious significance
 - Appearance in court as a litigant, witness, party or under official order other than subpoena or jury duty
- Other personal emergency or necessity leave as approved in advance, whenever possible, by the Superintendent/President or his/her designee Reference District/FA Agreement, Section F.8.0. **VP Signature required.**
VICE PRESIDENT'S SIGNATURE: _____
- Other Absence: _____
(Military Duty, School Business, etc.)

Employee's signature	Date	Supervisor's Signature	Date
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INSTRUCTIONS FOR COMPLETING EMPLOYEE ABSENCE REPORT FORM:

1. Enter employee name and PAY ID number. (Please e-mail the payroll office payroll@miracosta.edu if you need your PAY ID number).
2. Enter beginning and ending dates and total hours absent.
3. Mark appropriate box specifying type of leave taken.
4. Enter any appropriate remarks/reasons applying to Bereavement or Other Absences.
5. Sign and date the form.
6. Make a copy for your records and send the original to your Dean.
7. Payroll will e-mail employee current leave balances once the absence has been recorded.

**PLEASE MAKE SURE THE FORM HAS ALL APPROPRIATE SIGNATURES
BEFORE FORWARDING TO THE PAYROLL OFFICE.**