



# KISD Career Center Employee Absence Request Form

## Absence Information

Employee Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Personal/Discretionary

Bereavement

Jury Duty

Flex Leave

Professional Leave

Date of Absence: \_\_\_\_\_ Total # of Days: \_\_\_\_\_

Full Day (8 hours)

Half Day (4 hours)

Leave days must be requested at least 48 hours in advance. KISD is not responsible for ensuring that you have days available. The employee will be responsible for entering their absence in to the TEAMS system.

1. Personal/Discretionary: The supervisor may disapprove a request for personal leave if the employee's presence is necessary for that period of time. Maximum number of days used per work year is five days. Taking disapproved days may result in administrative action up to and including termination.
2. Bereavement: Death in the immediate family only. Shall not exceed seven workdays per occurrence.
3. Jury Duty: Verification is required.
4. Professional: Destination: \_\_\_\_\_  
Purpose: \_\_\_\_\_

## Personal Illness/Family Illness Information

Approval for Personal Illness and/or Family Illness is not required; however, as a courtesy, please fill out this portion if you know in advance that you will be out.

Date of Absence: \_\_\_\_\_

Full Day (8 hours)

Half Day (4 hours)

## Supervisor's Approval Section

Approved

Disapproved

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_