

Fullerton School District

Certificated Personnel Absence Self Certification

Name – Please Print	Location	Employee ID #
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First Day of Absence	Last Day of Absence	Total Days Absent
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If you have questions regarding this form, please refer to the Certificated Agreement:
Article 13, Leaves of Absence.

Note: References to the Certificated Agreement do not pertain to Certificated Management

Please Check	Reason For Absence		
	Bracketed [] initials are Time and Attendance codes		
	Illness [S]		
	Industrial Accident/Illness [IA] (requires verification by physician) Workers' Compensation Administrator's Signature:		
	Personal Necessity [PN] (requires prior notice, please see Article 13.C) Reason:		
	Unrestricted Personal Necessity [SPN] (requires prior notice, please see Article 13.C.3b)		
	Paternity/Maternity/Adoption [PT/MT/AD] (circle one)		
	Bereavement [B]: member of immediate family		
	Jury Duty [J] – Court Certificate Required		
	Personal Leave without Pay [UP] (requires prior notice, please see Article 13.K)		
	Personal Leave with Pay [PP] (requires prior notice, please see Article 13.L) (Teacher pays substitute – limit 3 days – attach check for substitute per diem)		
	Negotiations [EX]		
	Other: Please Explain		
Discretionary Absence (requires approval from administrator)			
	District Staff Development	Name of Workshop	Acct. #
	Outside Conference	Name of Conference	Acct. #
	Other School Business	Explanation	Acct. #
	Certificated Contract Day (If you have questions regarding this type of absence, please refer to Article 8.E of the Certificated Agreement)		

Does this absence qualify for Family Medical Leave? Yes No

I certify that on the above listed date(s), I was absent for the reason stated.

Signature

Date

Administrator's Signature

Date