

## TEACHER ABSENTEE REPORT

I certify that I was unable to teach school on the following dates:

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(Date(s) Missed)	(Name of School)
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Please deduct \_\_\_\_\_ day(s) from my sick leave.

Please deduct \_\_\_\_\_ day(s) from my personal leave.

This leave can be used for personal or professional purposes but has a maximum of 3 days per year. If unused, 2 days of this leave can be accumulated as sick leave for the following year.

Please deduct \_\_\_\_\_ day(s) from my bereavement leave.

Please pay the following substitute for \_\_\_\_\_ days taught.

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(Name)

Please check appropriate reason:

- Personal Illness
- Illness-Member of family Name of relative \_\_\_\_\_
- Death-Member of immediate family Family relation \_\_\_\_\_

**I certify that the above statements are true.**

**Teacher:** \_\_\_\_\_  
(Signature) (Date)

**Principal:** \_\_\_\_\_  
(Signature) (Date)

I understand that in case this request is for four or more days is succession that a doctor's certificate must accompany the request.

SICK LEAVE ALLOWED- "Sick Leave" shall mean leave of absence because of: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, or son-in-law, brother-in-law, or sister-in-law: however, upon written request of the teacher accompanied by a statement from her/his physician verifying pregnancy, any teacher who goes on maternity leave shall be allowed to use all or a portion of her accumulated sick leave for maternity leave purposes "during the period of her physical disability only, as determined by a physician." TCA 49-1314 as amended by Chapter 78 of the Public Acts of 1979.

BEREAVEMENT LEAVE is for a maximum of 3 days per death (non-accumulative) for the death of the following: employee's spouse, parent, step-parent, brother, sister, step-brother/sister, child, step-child, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild. You may use 2 additional sick leave days in addition to the 3 days of bereavement leave with the approval of your principal.