

# THE UNIVERSITY OF TEXAS AT BROWNSVILLE

## STAFF ABSENCE REPORT

**Date of Report:** May 5, 2009      **Department:** Absence Report Department

**PERSON ABSENT:** John Doe      **I.D. #:** 1234567

	Date(s)	Type of Leave	# of Hours
1.)	5/4/09	Leave with Pay	8
2.)	_____	_____	_____
3.)	_____	_____	_____
4.)	_____	_____	_____
5.)	_____	_____	_____
6.)	_____	_____	_____

**Reason for Absence – Please check one below:**

- |   |   |
|---|---|
| <input type="checkbox"/> 1.) Personal Illness*<br><input type="checkbox"/> 2.) Illness in Family*<br><input type="checkbox"/> 3.) Vacation<br><input type="checkbox"/> 4.) Jury Duty**<br><input type="checkbox"/> 5.) Representing school. Civic or<br>“other” functions | <input type="checkbox"/> 6.) Staff Development<br><input type="checkbox"/> 7.) National Guard/Reserve Duty<br><input type="checkbox"/> 8.) Appearance as witness<br><input checked="" type="checkbox"/> 9.) Other <u>School Closure</u><br><input type="checkbox"/> 10.) Bereavement in Family***<br>(Relationship) |
|---|---|

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Absent Employee*      *Date*

\_\_\_\_\_  
*Supervisor*      *Date*

**For Faculty:** \_\_\_\_\_  
*Dean's Signature:*      *Date*

**Route to: Human Resources IN SAME WEEK in which absence occurred.**

\*Chargeable as sick leave.

\*\*Attach a copy of Jury Summons

\*\*\*No deduction, charged to funeral for immediate family members. Employee needs to attach a copy of obituary or death certificate, otherwise, it is deducted from sick leave.