

**IMPERIAL VALLEY COLLEGE  
MONTHLY ABSENCE REPORT  
ADMINISTRATIVE EMPLOYEE, REGULAR CONTRACT**

NAME \_\_\_\_\_

MONTH ENDING \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

Absences for Personal Necessity/Personal Leave, Sick Leave and Vacation shall be reported in accordance with data shown below. A separate report must be submitted for each month in which an absence occurs. Note: **Personal Necessity/Personal Leave and Sick Leave are deducted from Sick Leave Accrual. Highlighted area for use by Human Resources.**

**1. PERSONAL NECESSITY/PERSONAL LEAVE (6 days per year)**

No. of day(s) absent = \_\_\_\_\_

Date(s) \_\_\_\_\_

**2. REGULAR SICK LEAVE (12 days per year)**

No. of day(s) absent = \_\_\_\_\_

Date(s) \_\_\_\_\_

**OVERLOAD SICK LEAVE (for teaching assignments over and above contract)**

Total hours awarded for semester \_\_\_\_\_ (one hour per lecture unit per semester, maximum 9 hours)

Hours absent \_\_\_\_\_

**Balance of hours per semester** \_\_\_\_\_

Dates \_\_\_\_\_

**3. VACATION (20 days per year)**

No. of day(s) absent = \_\_\_\_\_

Date(s) \_\_\_\_\_

**4. OTHER ABSENCES (not deducted from sick leave accrual)**

**a. BEREAVEMENT LEAVE (maximum number of days available is dependent upon relationship to deceased and distance traveled)**

Relationship to deceased \_\_\_\_\_

Date(s) \_\_\_\_\_

**b. JURY DUTY**

No. of day(s) absent = \_\_\_\_\_

Date(s) \_\_\_\_\_

**c. INDUSTRIAL LEAVE**

No. of day(s) absent = \_\_\_\_\_

Date(s) \_\_\_\_\_

**d. LEAVE WITHOUT PAY**

No. of day(s) absent = \_\_\_\_\_

Date(s) \_\_\_\_\_

**I hereby certify that the information recorded is correct.**

Employee \_\_\_\_\_

Date \_\_\_\_\_

**Reviewed:**

Immediate Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Vice President \_\_\_\_\_

Date \_\_\_\_\_

Superintendent/President \_\_\_\_\_

Date \_\_\_\_\_