

Madrid-Waddington Central School

SRP

EXCUSE FOR ABSENCE FROM WORK

Name: _____

Date(s) Absent: _____

Leave time: _____

Return time if applicable: _____

Total hours of leave: _____

Reason for Absence: _____

I state that the above information is correct.

Signature

Date

Reasons ****Match WinCap Attendance Codes****

- S. Personal Sickness**
- F. Family Sickness**
- B. Bereavement (*please indicate relation*)**
- J. Attendance in Court (*Provide a copy of the notice to serve as a juror; or summons, if school-related*) with no charge of day/s to employee**
- P. Attendance in Court (*If for personal business, employee will need to complete a Personal Leave Request.*)**
- V. Vacation**

Each employee absent from work will file an excuse with the District Office the day he or she returns to work. Failure to file an excuse will result in each absence treated as a day lost for pay purposes.

**Eric Burke
Superintendent**