# SER-Niños Charter School EMPLOYEE ABSENCE FORM

All employees must complete an “Absence from Duty Form”, giving the reason for all absences. If an employee has continuous absence for personal illness of more than three (3) days, the employee's physician must sign the “Absence from Duty Form” or submit a signed statement documenting illness. (SER-Niños Charter School Employee handbook, August 2025, p.31)

This form must also be completed if late:
Employees…those who are late for work must enter a reason in writing (“Absence from Duty Form) to their supervisor on the day of the tardiness.(SER-Niños Charter School Employee handbook, August 2025, p.31)

Date:_____

Name:_____

Reasons:_____

_____

_____

_____

**LEAVE TYPES:**

- Personal: _____
- Illness: _____
- Funeral: _____
- Jury Duty: _____
- Staff Development: _____

Employee signature:_____ Date: _____

Director Signature: _____ Date: _____