

**SHORT LEAVE REQUEST / CERTIFICATE OF ABSENCE**

For absences of 5 days or less

EMPLOYEE NAME	EMPLOYEE ID#
SCHOOL/DEPARTMENT Robert Gray Middle School	DATE

This is to certify that I  will be  was absent from work for  hour(s)  day(s) on the date(s) of  for the following reasons:

**TRC (Time Reporting Code)**

660  Personal Leave (PAID) check one:

- Business/Professional Appointment (when attendance is mandatory during the workday)
- Extension of Professional Leave
- Personal Emergency
- Religious Observances (when attendance is mandatory during the workday)
- Other (explain) \_\_\_\_\_

590  Personal Leave (UNPAID)  
Explain \_\_\_\_\_

620  Personal Illness or Medical Appointment (Paid Sick Leave)

650  Illness of Immediate Family

###  Funeral Leave

    ↳ 700  spouse/parent/child    703  other immediate family    708  other relative/friend

710  Mandatory Court Appearance

715  Jury Duty (Provide a copy of summons to your timekeeper)

740  Other (PAID) Explain below:

- ↳  Explain \_\_\_\_\_
- ↳  Explain \_\_\_\_\_

EMPLOYEE'S SIGNATURE X	DATE
SUPERVISOR'S SIGNATURE X	DATE