

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

NAME _____ MONTH ENDING _____

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.**

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 6 hours)

Hours absent _____ Dates _____

Balance of hours per semester _____

3. VACATION (24 days per year, maximum accrual of 48 days)

No. of day(s) absent = _____ Date(s) _____

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

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

Relationship to deceased _____ Date(s) _____

b) JURY DUTY: Verification of Jury Service form must be attached

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) _____

e) AUTHORIZED ABSENCE: Verification must be attached for absences

No. of day(s) absent = _____ Date(s) _____

Signatures:

Employee

Date

Vice President

Date

Superintendent/President

Date