

**IMPERIAL VALLEY COLLEGE  
WEEKLY ABSENCE REPORT  
FACULTY REGULAR CONTRACT/OVERLOAD HOURS**

NAME \_\_\_\_\_ WEEK ENDING \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

Sick Leave will be rounded and charged to the nearest quarter hour (.25), or in fifteen (15) minute increments, and shall be charged only to applicable contract hours. **Note: Personal Necessity/Personal Leave and Sick Leave are deducted from Sick Leave Accrual. Shaded areas for use by Human Resources.**

1. **PERSONAL NECESSITY/  
PERSONAL LEAVE:** Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_  Approved  Not Approved

2. **REGULAR SICK LEAVE:** Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_

**NON-CUMMULATIVE OVERLOAD PAID SICK LEAVE:**

1. Total hours awarded for semester (one hour per lecture or lab hour per semester, maximum 12 hours)

2. Hours absent \_\_\_\_\_ 3. Dates \_\_\_\_\_ Bal. of hrs. per sem \_\_\_\_\_

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

3. **BEREAVEMENT LEAVE:** Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_ Relationship: \_\_\_\_\_

4. **JURY DUTY: Verification of Jury Service form must be attached**  
Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_

5. **INDUSTRIAL LEAVE:** Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_

6. **LEAVE WITHOUT PAY:** Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_

7. **AUTHORIZED ABSENCE: Verification must be attached for absences**  
Hours Absent = \_\_\_\_\_ x (178/194) Days in year = \_\_\_\_\_

Dates: \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Department Chair/ Program Director Date

\_\_\_\_\_  
Dean Date