San Diego City Schools

Request for Absence on District Business

Instructions: 1.) Employee requesting leave: complete and submit this form to your principal or department head.
2.) Approving authority (see signature section below): upon approval, verify the information, sign it, and submit to site timekeeper.
3.) Timekeeper: see "Timekeeper Instructions" section below.

Empl ID: ☐☐☐☐☐☐ Name (Last, First, Middle): _____ Date: _____

School or Dept: _____ Location: ☐☐☐☐☐ Position Title: _____

Absence Dates:

/ / FROM DATE

/ / TO DATE

No. of Days: _____

No. of Hours*: _____

*8 hours/day = Full time assignment

District Business Information:

Purpose of Absence: _____

Place of Meeting: _____ Name of Organization (if any): _____

Officer of Organization: ☐ Yes ☐ No Office Title: _____

Expense Reimbursement Request: ☐ Yes ☐ No Complete Request/Claim - Business and Travel Expense and attach

Substitute Needed: ☐ Yes ☐ No If yes, administrator must schedule request into Web Center and receive job number. SAMS Job#: ☐☐☐☐☐☐

Account Code: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

APPROVALS

_____ Authorization of Absence (Immediate Supervisor)

_____ Approval of Funding (for Substitute, if any)

Timekeeper Instructions:

Report absence using the **DBS time reporting code (TRC) in Time and Labor.**
DO NOT send a copy of the form to the any department unless it is requested.
Once this form is completed, file it at your site. A copy may be made for the employee requesting the absence, if needed.

Related Procedures: Prescheduled Substitutes (Proc. No. 7295) and Absence on District Business (Proc. No. 71585).