



EL PASO
INDEPENDENT
SCHOOL DISTRICT

Request for Absence

THIS FORM MUST BE COMPLETED & SUBMITTED AS SOON AS YOU ARE NOTIFIED OF AN UPCOMING
ABSENCE

Employee Name: _____ Employee Signature: _____

Section/Assignment: _____ Email: _____

Absence Start Date: _____ Absence End Date: _____

Absence Start Time: _____ Absence End Time: _____

Absence Reason: (Check only one)

- In-Service
- Approved School Trip
- Testing for: _____
- Military Duty*
- School Court Ordered Appearance
- Jury Duty

Department sponsoring training or in-service, if applicable: _____

*This form does not replace HR required documentations

Attach memos or notifications, to include e-mails, which you received regarding this absence.

It is the employee's responsibility to provide information pertaining to the sponsorship of the training and to notify their campus. Absence may not be approved if justification is not attached.

Notes:

Approved: Denied:

Administrator Name: Carlos Gomez Title: Principal

Administrator Signature _____ Date: _____

This section to be completed by verifier

Verified by: _____

Date: _____

For approval this form along with attachments is required to be submitted no later than three business days before the occurrence to the Budget Authority or representative (Secretary). If proper documentation is not received, the absence may be charged to the employee's personal leave.