

**MICHIGAN CITY AREA SCHOOLS
ADMINISTRATOR / CLASSIFIED PERSONNEL
ADVANCE APPLICATION FOR PERMISSION TO BE ABSENT**



Prepare and submit both copies of this form to the Administration Building. This form is required for reporting all absences other than personal illness. This is a two-part form requiring no carbon. Do not separate sheets.

Name _____ Date _____

School/Dept. _____

Request absence from _____ (month) _____ (day) _____ (hour) to _____ (month) _____ (day) _____ (hour) inclusive.

Reason _____

(Supervisor)

(Signature of Applicant)

APPLICANT PLEASE CHECK ONE OF THE FOLLOWING:

<input type="checkbox"/> PAID TIME OFF (PTO) Applicant please indicate number of days used to date: _____ days
<input type="checkbox"/> VACATION Applicant please indicate number of days used to date: _____ days
<input type="checkbox"/> JURY DUTY Submit check for Jury Duty to Payroll when you receive it.
<input type="checkbox"/> BEREAVEMENT Applicant please indicate relationship _____ and date of death: _____
<input type="checkbox"/> OTHER Use when loss of pay is expected. Approval of the administration is required in advance except in the event of an unforeseen emergency.

<input type="checkbox"/> PROFESSIONAL REIMBURSEMENT (complete only if seeking reimbursement) Fees/Registration*: _____ amount Mileage: Destination: City _____ State _____ Driving: <input type="checkbox"/> One Way <input type="checkbox"/> Round Trip <input type="checkbox"/> Daily <p style="text-align: center;">OR</p> Flying Out of: _____ <small style="margin-left: 150px;">Airport Name</small> Airfare: \$ _____ Mileage Amount Approved: _____ miles @ _____ = \$ _____ Processed by: _____ Meals*: Dates _____ Lodging*: No. of Nights _____ Dates _____

CENTRAL OFFICE USE ONLY

_____ Days with pay.

_____ Days without pay.

Fund Name & Number from Which Reimbursement Is to Be Made: _____ _____ _____ _____ _____
* Receipts must accompany Claim Voucher form for reimbursement.
ANTICIPATED BENEFITS/RATIONALE (attach brochure or supportive information): _____ _____ _____