



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Absence Report Form



Instructions: Faculty members are required to record on this form any absence for any reason from obligatory duties and responsibilities. This is the basic form used for payroll.

Location: Chabot College Las Positas College District Office

Office: Academic Services Student Personnel Other

(Please Print)

Submitted by: _____ **W#** _____
(Faculty member) **Do not use SSN**

Date(s) of Absence: _____

Reason for absence:

Conference Administrative Industrial Accident (report to be filed with Business Office)

Contract leaves: (complete "request for leave" form for all but personal illness)

<input type="checkbox"/> Personal sickness or injury	<input type="checkbox"/> Bereavement	<input type="checkbox"/> Leave without pay
<input type="checkbox"/> Personal necessity (deduct from sick leave) reason: _____	<input type="checkbox"/> Maternity leave	<input type="checkbox"/> Personal (contract faculty only)
	<input type="checkbox"/> Judicial Leave	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Military Leave	

Note: refer to collective bargaining agreement for eligibility and coverage.

Period of absence: Full day Partial workday Hourly part-time

If a salaried employee, indicate percentage (%) of day absent: _____%

If an hourly-paid employee, indicate number of hours absent: _____ hours

Course # and Section	Lecture or Lab	Time	Hours	Substitute	Substitute's signature and W #		Class cancelled	Combined or other
						or		
						or		
						or		
						or		
						or		
						or		

Faculty member signature: _____ Date: ____/____/____

Division Dean's signature: _____ Date: ____/____/____

Division Dean's Contact #: (____) _____

Distribution:

Please send original form to faculty member and substitutes for signature. Return to office location immediately for processing.

Division Dean's Office please provide contact number in case Payroll has questions and submit signed copies to payroll for processing. This is the basis for payment. If substitution is less than thirty (30) minutes, payment will not be made; box above should be checked "class cancelled" or "combined or other"

Reference: Articles 11A, 11A.4, 11B-1, 11B-2, 11C, 11D, 11E, 11F, 11G, 11H, 11I – Faculty Collective Bargaining Agreement