

**BLINN COLLEGE
LEAVE REQUEST AND ABSENCE REPORT**

Blinn College salaried employees should use this form when recording absences. Hourly employees will complete time sheets but may use this form to provide further details. Forward signed form to the Human Resource Office.

This leave form must be sent to HR office by employee or supervisor no later than the third day of continuous absence.

Name _____ Blinn ID Number _____

Date(s) of Absence: _____

Total Hours: _____

Reason for Absence:

- | | |
|--|---|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Vacation (In Advance) |
| <input type="checkbox"/> Personal Leave | <input type="checkbox"/> Discretionary Leave* |
| <input type="checkbox"/> Funeral Leave** | <input type="checkbox"/> Leave Without Pay |
| <input type="checkbox"/> Other | |

* Full-time, 12 month employees only

** Immediate Family

Refer to employee handbook for leave definitions.

Details, if necessary:

Employee Signature/ Date

Supervisor Signature/ Date