Blinn College salaried employees must use this form to record absences. Hourly employees will complete time sheets but may use this form to provide further details. Forward signed form to the Human Resources Office.

This completed and signed 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 ____________________________

☐ Part-time  ☐ Full-time

Date(s) of Absence: ____________________________  Total Hours: ______

<table>
<thead>
<tr>
<th>Classes Missed (alpha/numeric designation)</th>
<th>Section Number</th>
<th>Length of class in minutes</th>
<th>Substitute utilized yes/no</th>
<th>Name of Substitute</th>
<th>Substitute Teaching form will be submitted yes #/no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: HIST 1391</td>
<td>302</td>
<td>50</td>
<td>yes</td>
<td>John Smith</td>
<td>yes</td>
</tr>
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<td>1)</td>
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<td>5)</td>
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</tr>
</tbody>
</table>

# If a substitute is used, this form must be attached.

Reason for Absence: Refer to faculty/employee handbook for leave definitions.

☐ Sick  ☐ Jury Duty  ☐ Leave without Pay  ☐ Vacation*

☐ Personal  ☐ Funeral**  ☐ Other  ☐ Discretionary*

** Immediate Family  *Full-time, 12 month employees only

Additional details as needed:
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

____________________________________  __________________________
Employee Signature/Date  Supervisor Signature/Date

Revised May 2014