

The University of Toledo Absence Report

White Copy-HR
Yellow Copy-Dept.
Pink Copy-Employee

Name: (Last)	(First)	(Middle)		Faculty
				CWA
ID Number: R				UTPPA
Department:				Professional Staff
Position Number:			Campus Extension:	Classified Exempt
				Temporary

Day of the Week	Date (MM/DD/YR)	Type of Leave* (Vacation, Sick, Bereavement, Personal, Comp-time, Unpaid, FMLA, WC)	Relationship (ie: Self, Spouse, Child, Parent, Grandparent, Sister, Brother)	Hours
Saturday (12:01 am)				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday (12:01 am)				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Employee Signature:	Total Hours
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Departmental Use Only

Supervisor Signature:	Supervisor ID#: R
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Date:	Vacation Approved	Only approve if time was approved in advance
Campus Extension:	Vacation Disapproved	Disapprove if time was not approved in advance

Vacation	Supervisory approval must be received prior to usage. If vacation time is disapproved by the supervisor the employee may be subject to disciplinary action. Vacation time shall not be used unless the time has been accrued in advance. Time not accrued in advance will be unpaid.
Sick	May be used for employee illness or the care of a qualifying immediate family member. Relationship to employee must be noted (spouse, son, daughter, parent, etc.) on absence report. Any illness extending beyond 1 week or requiring hospitalization and/or treatment may require a physician release prior to returning to work. See Contract/University policy
Bereavement	May be used for employee's immediate family. Relationship to employee must be noted (spouse, son, daughter, parent, grandparent, etc.)
Personal	Only available to bargaining unit members and classified exempt
Comp-Time	Available to bargaining unit members and classified exempt. Compensatory time absence reports follow the time card deadline schedule. Compensatory time may only be taken once it has been accrued. Sent to Payroll for processing.
Unpaid	All other relevant leave balances must be exhausted prior to requesting unpaid leave. Supervisor and Human Resources approval must be received prior to usage.
FMLA	Contact Human Resources for procedures to designate the time as FMLA
Worker's Compensation	Medical documentation is required to support absence. Leaves of seven or fewer calendar days are not payable under Workers' Compensation. Absence Reports are to be sent to Risk Management rather than HR. For assistance, contact Risk Management. Time will also be counted toward FMLA entitlement.