



CENTRAL CATHOLIC HIGH SCHOOL

2022-2023 Faculty/Staff Absence Permission Form



Name		Date of Request
Date(s) of Absence (*See note below*)	All Day?	Time Out/Time Return
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need a substitute teacher?	Periods (mark all that apply)	Other Duties
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	

SCHOOL RELATED

- Conference or Workshop (Attach APPROVED Pretravel/Training Authorization Form)
- Field Trip with Students
(Pre-approved by the Dean of Student Management, Safety, and Security PRIOR to event date)
- Central Catholic Athletic Contest
- Retreat or Search
- Other - Please explain: _____

NON-SCHOOL RELATED

- Personal Leave (two per year) First Date: _____ Second Date: _____
- Family Emergency (sick leave)
- Doctor's Appointment/Scheduled Medical Absence (sick leave)
- Sick Leave
- Funeral/Bereavement Leave - Immediate Family (up to four days paid leave)
- Funeral/Bereavement Leave - Other Relative/Close Friend (up to one day paid leave)
- Jury Duty
- Other - Please explain: _____

Anything outside the categories above requires a meeting and special approval from your supervisor or it could result in unpaid leave.

FULL-TIME YEAR ROUND STAFF ONLY

- Vacation

*NOTE: Please avoid absences on the following dates:

- | | |
|---|---|
| <ul style="list-style-type: none"> • In-Service: August 22-26 • Senior Day Retreat: September 16 • Teacher In-Service: October 7 • National Testing Day/Freshman Day Retreat: October 12 • Digital Learning Days: November 21-22 • Faculty and Staff Retreat: November 23 | <ul style="list-style-type: none"> • Professional Development: October 10, November 4, November 23, January 23, March 17, May 8 • Search Retreats: December 1-3, January 26-28, April 20-22 • Central State of Mind Human Dignity Summit: February 16-17 • Sophomore Retreat: March 1 • In-Service: June 15-16 |
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Supervisor's Approval: _____ Principal's Approval: _____

FOR OFFICE USE ONLY: Date: _____ Signed original on file Copy emailed to staff