



CENTRAL CATHOLIC HIGH SCHOOL

2023-2024 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:

- In-Service: August 21-25
- Senior Day Retreat: September 29
- Teacher In-Service: October 13
- National Testing Day/Freshman Day Retreat: October 18
- Digital Learning Days: November 20-21
- Faculty and Staff Retreat: November 21
- Professional Development: November 22, January 26, March 15, April 2, May 6
- Search Retreats: Nov. 30-Dec. 2, January 25-27, April 18-20
- Central State of Mind Human Dignity Summit: February 15-16
- Sophomore Retreat: March 6
- In-Service: June 13-14

Supervisor's Approval: _____ Principal's Approval: _____

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

Revised July 1, 2022