

Fort Bend ISD Request for Absence Professional/Paraprofessional Employees

(NOTE - This form is not to be used for State Sick (ST) and Local Sick (LSL) days.)

Name: _____ PeopleSoft Employee ID: _____
Last name First name

Campus/Department: _____ Job Title: _____

All absences must be entered in Aesop. Before completing this form, employees must enter their absence in Aesop to receive a job number. Failure of an employee to enter an absence may result in disciplinary action.

All professional/paraprofessional employees must complete this form when requesting an absence from the list below. These absences require pre-approval from employee's supervisor. Requests for personal leave shall be considered on a first-come, first-served basis.

- LPL Local Personal Leave (requires minimum five-day advance notice)
- STPB State Personal Leave (requires minimum five-day advance notice)
- ND Non-Duty Day
- MD Military Duty (supporting documentation must be attached to this form)
- JD Jury Duty (supporting documentation must be attached to this form)
- SB - Other* Testing, Committee Work, etc. (supporting documentation must be attached to this form)
- SB - Prof. Dev.* Conferences, Workshops (supporting documentation must be attached to this form)
- SB - Sponsor* Coaching, UIL, Other Student Groups (supporting documentation must be attached to this form)
- PTO Paid time off

| Aesop Job # | Date (One day per line) | Full/Half Day | Reason Code | Approved Prin/Supv Initials | Not Approved** Prin/Supv Initials |
|-------------|----------------------------|---------------|-------------|--------------------------------|--------------------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

I hereby certify that the above statements are true and correct.

Date _____ Employee's Signature: _____
 Date _____ Principal/Supervisor's Signature: _____

* SB absences (all 3 categories) are monitored by principals/supervisors, HR, and DOSA.
 ** Unapproved absences must be deleted in Aesop by the employee within 24 hours from the date of the absence or the employee will be charged an absence for that day.

See page two for personal leave requirements.

Instructions for Requesting/Reporting an Absence

Policy DEC(LOCAL)

Requests for use of personal leave must be submitted to the employee's immediate supervisor or designee as soon as practicable, but no later than five days prior to the anticipated absence.

Discretionary use of state (STPB) and local (LPL) personal leave shall not exceed three consecutive workdays, except in extenuating circumstances and with the approval of the Superintendent or designee.

No more than a total of ten leave days, including any combination of state (STPB) personal or local (LPL) personal days may be used in each school year (July 1 through June 30).

Employees have the option to charge their absence(s) to either local or state leave as appropriate.

No more than ten percent of the total staff of a school or department that exceeds ten people may be on personal leave at the same time.

The use of state or local personal leave shall not be allowed in the following circumstances:

1. The first day of school or the day before a school holiday.
2. The last day of school or the day after a school holiday.
3. Days scheduled for end-of-semester or end-of-year exams.
4. Days scheduled for state-required assessments.
5. Professional or staff development days.
6. The last teacher workday of the school year.
7. Any other time the principal/supervisor determines that the employee's presence is critical to the instructional program or the operation of the school/department.

NOTE: Additional leave/absence information is in the FBISD Employee Handbook and in Policy Online.