

Employee Absence Notice Form

This **Employee absence notice form** sample is designed specifically for school employees to report their leave efficiently. It ensures clear communication of absence details, helping administrators manage staff availability. Using this form promotes organized record-keeping and minimizes scheduling disruptions.

Employee Name:

Position/Job Title:

Department/Grade Level:

Date(s) of Absence:

e.g., June 15-16, 2024

Type of Absence:

-- Select --

Brief Reason (optional):

Date of Notice Submission:

Arrangements for Class/Work Coverage (if applicable):

Provide substitute name, lesson plan, or other details

Contact Information During Absence:

Phone/email (optional)

Employee Signature:

(or sign below if printed)

Date:

Administrator Comments/Approval:

Submit Notice