



Manchester Public Schools

45 North School Street
Manchester, Connecticut 06042

Request to be Absent Form for All Employees

Please complete entire form in pen or electronically

Date: _____ Name: _____ Employee #: _____

Building: _____ Position/Grade: _____

Date(s) of Absence: _____ Total Time: _____

Replace/Revise original Request to be Absent for (date of absence) _____

Please remember to log all absences through the substitute system: Certified and Non-Certified: 800-942-3767
<https://kelly.aesonline.com/login.asp>

Confirmation Number _____

Please check category of request below:

<input type="checkbox"/>	Personal	<input type="checkbox"/>	Jury Duty (please attach summons)
<input type="checkbox"/>	Funeral	<input type="checkbox"/>	Floating Holiday (MAES/IT only: 1 per year)
<input type="checkbox"/>	Religious Obligations	<input type="checkbox"/>	Vacation (52 week employees only)

With Pay (to the extent of time available) Without Pay

Reason **(required by contract from Secretaries/IT, Custodians, Study Hall Monitors, Buildings & Grounds Supervisors, and Unaffiliated Staff):**

SIGNATURE AND POSITION SCHOOL/DEPARTMENT DATE

Principal/Supervisor Signature: _____ Date: _____

Please send completed form to Human Resources for final approval.

APPROVED (WITH PAY) APPROVED (WITHOUT PAY) NOT APPROVED

Human Resources Signature: _____ Date: _____

Comments: _____

ALL ABSENCES ARE PAYABLE TO THE EXTENT OF AVAILABLE TIME