CHICAGO STATE UNIVERSITY

PAYROLL OFFICE

FACULTY/ADMINISTRATORS' REPORT OF ABSENCE

In accordance with the HR Policy, you can use sick leave for the following reasons:

1. *Sickness or disability related to pregnancy and childbirth*
2. *Personal illness or injury*
3. *Doctor or dental appointments*
4. *To be with your spouse, domestic partner, parent, or child for any of the above situations*

ALL TIME TAKEN AS SICK MUST BE REPORTED USING WEB-TIME ENTRY.

NOTE: *Absences longer than 3 days that qualify as a serious health condition can be processed as a Family Medical Leave Act (FMLA) leave. In addition, patterns of absentees may be questioned and doctor supported documentation may be requested.*

Administrator's Name:_____ Date:_____ UID#:_____
(Please print)

Please select your classification: ADMINISTRATOR ☐ FACULTY ☐

I was absent on the following date(s) (MM/DD/YY)_____

For the following reason

☐ Illness

☐ Jury Duty (Attach documentation)

☐ Unknown (Unknown absence will result in loss of pay for that date)

Signature of Administrator:_____

Supervisor's Name:_____
(Please print)

Signature of Supervisor:_____ Date:_____

The Office of Human Resources – Payroll department may request copies of such documents for verification purposes.
This form should be utilized by the departments for record-keeping purposes.