CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Absence Report Form

Instructions: Faculty members are required to record on this form any absence for any reason from obligatory duties and responsibilities. This is the basic form used for payroll.

Location: ☐ Chabot College ☐ Las Positas College ☐ District Office

Office: ☐ Academic Services ☐ Student Personnel ☐ Other

(Please Print)

Submitted by: _____ **W#** _____
(Faculty member)

Date(s) of Absence: _____

Reason for absence:

☐ Conference ☐ Administrative ☐ Industrial Accident (report to be filed with Business Office)

Contract leaves: (complete "request for leave" form for all but personal illness)

☐ Personal sickness or injury
☐ Personal necessity (deduct from sick leave)
reason: _____
☐ Bereavement
☐ Maternity leave
☐ Judicial Leave
☐ Military Leave
☐ Leave without pay
☐ Personal (contract faculty only)
☐ Other: _____

Note: refer to collective bargaining agreement for eligibility and coverage.

Period of absence: ☐ Full day ☐ Partial workday ☐ Hourly part-time

If a salaried employee, indicate percentage (%) of day absent: _____%

If an hourly-paid employee, indicate number of hours absent: _____ hours

Course # and Section	Lecture or Lab	Time	Hours	Substitute	Substitute's signature and W #		Class cancelled	Combined or other
						or		
						or		
						or		
						or		
						or		
						or		

Faculty member signature: _____ Date: ____/____/____

Division Dean's signature: _____ Date: ____/____/____

Division Dean's Contact #:__(_____)_____

Distribution:
Please send original form to faculty member and substitutes for signature. Return to office location immediately for processing.

Division Dean's Office please provide contact number in case Payroll has questions and submit signed copies to payroll for processing. This is the basis for payment. If substitution is less than thirty (30) minutes, payment will not be made; box above should be checked "class cancelled" or "combined or other"

Reference: Article 11A, 11A.2F, 11.A.4, 11B, 11C, 11D, 11E.1, 11F, 11G, 11H, 11I – Faculty Collective Bargaining Agreement