

**GILMER INDEPENDENT SCHOOL DISTRICT  
ABSENT FROM DUTY REPORT**

**EMPLOYEE:** \_\_\_\_\_ **EMP#** \_\_\_\_\_ **CAMPUS** \_\_\_\_\_

**REASON FOR ABSENCE** \_\_\_\_\_

**00/STATE** State Personal Leave Non-Discretionary  
(State Sick) \_\_\_\_\_ **FOR:** \_\_\_\_\_

**00/STATE** State Personal Leave Discretionary  
(State Personal) \_\_\_\_\_ **FOR:** \_\_\_\_\_

**02/LO** Local Sick Leave \_\_\_\_\_ **FOR:** \_\_\_\_\_

**03/PR** Personal Absence (Without Pay) \_\_\_\_\_ **REASON:** \_\_\_\_\_

**05/DA** Duty Assignment \_\_\_\_\_ **REASON:** \_\_\_\_\_

**07/JD** Jury Duty \_\_\_\_\_ **REASON:** \_\_\_\_\_

**08/NO** Non Duty \_\_\_\_\_ **APPROVED:** \_\_\_\_\_

**10/VA** Vacation \_\_\_\_\_ **APPROVED:** \_\_\_\_\_

**FM/FA** Family Medical Leave Act \_\_\_\_\_ **APPROVED:** \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**DATES OF ABSENCES:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Today's Date**

**NOTE:** Doctor's statement is required for employee absence in excess of five (5) full work days duration and for sick leave claimed in excess of three (3) days for a family member. (To be submitted to supervisor).

**Name of Substitute(s)** \_\_\_\_\_

**Dates** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Principal/Supervisor**

## Compensation & Benefits: Gilmer ISD Leaves & Absences

See policy on-line DEC (L)-X-230902

### CODES

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**State Personal Leave** – Each employee regularly employed shall earn state personal leave at the rate of one-half workday for each 18 workdays of employment up to the statutory maximum of five workdays annually. The unused balance is carried forward with no limit on accumulation. Classifications are as follows:

- 00/STATE State Personal Leave Non-Discretionary (State Sick)** – Under this classification State Personal Leave may be used for illness of the employee, illness of the employee's immediate family, family emergency, or death in the employee's immediate family. To be used in the same manner as State Sick Leave accumulated prior to May 30, 1995.
- 00/STATE State Personal Leave Discretionary (State Personal)** – A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)] Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 24 hours of receipt of the request. Discretionary personal leave may not be taken for more than three consecutive days. Discretionary leave shall not be allowed on days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments tests, professional or staff development days, or the first or the last day of a grading period.
- 02/LO Local** - Five (5) local sick leave days, to be used before state leave, are earned by all district employees. Local sick leave days are defined by the state sick leave rules.
- 03/PR Personal Absence (Without Pay)** – Used for absences not covered above. Personal absences will be deducted at a full day's pay. (Contract amount divided by contract days)
- 05/DA Duty Assignment** – This code is to be used for time away from normal assignment for such reasons as workshops, UIL meetings, etc., when the absence has been authorized by your principal or supervisor.
- 07/JD Jury Duty** – There will be no charge to the employee for subpoenaed jury duty.
- 08/NO Non-Duty Day** – Absence from a scheduled workday for 226 day contract employees.
- 10/VA Vacation** – 260 day auxiliary employees
- FM/FA Family Medical Leave Act** – See Policy DEC (Legal) and DEC (Local)

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Each employee **must** complete an ABSENT FROM DUTY REPORT for each absence from his/her normal duties. Please do this immediately upon returning to work (ten days in advance for Discretionary and Non-Duty days) and leave it with your supervisor. This is your responsibility and accuracy is most important.