



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 systems: www.aesonline.com

Confirmation or Job Number: _____

Please check category of request below:

<input type="checkbox"/>	Personal	<input type="checkbox"/>	Jury Duty (summons must be attached)
<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: _____

☐ APPROVED

☐ NOT APPROVED

Forms should be sent to Human Resources for absences occurring before/after a holiday or vacation period

☐ APPROVED (WITH PAY)

☐ APPROVED (WITHOUT PAY)

☐ NOT APPROVED

Human Resources Signature: _____ Date: _____

Comments: _____

ALL ABSENCES ARE PAYABLE TO THE EXTENT OF AVAILABLE TIME