



# Diocese of Gary Schools

9292 Broadway  
Merrillville, IN 46410  
(219) 769-9292

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Last First Middle

NAME OF SCHOOL \_\_\_\_\_ CITY \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ TEACHER \_\_\_\_\_  
(Signature) (Signature)

20 \_\_\_\_ - 20 \_\_\_\_

## RECORD OF ABSENCE

	ABSENCE SUMMARY																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
AUG																																
SEP																																
OCT																																
NOV																																
DEC																																
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUN																																
JUL																																

NOT COUNTED AS SICK DAYS      COUNTED AS SICK DAYS

**PB** = Personal Business      **SS** = Sickness - Self  
**F** = Funeral      Sickness - Family Members  
**J** = Jury Duty      Critical Illness in Family  
**PD** = Personal Development

Number of full paid sick days accumulated by the teacher and carried over from the previous year (Maximum is 40) \_\_\_\_\_  
 Number of sick days allowed each school year      10 \_\_\_\_\_  
 Number of sick days used during current year \_\_\_\_\_  
 Number of full paid sick days to which teacher is entitled carried over to next year \_\_\_\_\_

## POLICY

Teacher will be allowed ten (10) days during the school year without loss of salary, for personal illness. The days not used will be allowed to accumulate each year to a maximum of thirty (30) additional days to be used only for catastrophic illness. Employee must provide thirty (30) days notice of the need to take FMLA medical/maternity leave when the need is foreseeable and submit the FMLA Request Form in accordance with the diocesan Family Medical Leave Policy.

Teacher will be allowed two (2) days each year for personal and/or business matters without the loss of salary. The two (2) business days shall not be accumulative. Application for all personal business leave shall be made no less than twenty-four (24) hours before taking such leave and the applicant will not be required to state the reason for taking such leave. The good order of the school will be the standard in which all personal day applications will be determined. Personal business days shall not be used for the purpose of extending vacations and may be taken one-half (1/2) day at a time.

Teacher will be allowed time off for any critical illness, death, or funeral of a member of teacher's immediate family, i.e., spouse, child, parent or sibling, such time not to exceed three (3) days without loss of pay as detailed in the Administrative or School Handbook.