**How to complete an Absence Report Form**

**Section 1: Identification information and nature of the absence**

Please complete with your identification information, as requested.

Your classification is, for example: ASA I, Admin Tech, Pedagogical Counselor, Coordinator, etc.

Please select the reason for your absence. If it involves a relative, please indicate their relationship with you (parent, child, etc.).

If the choice you are looking for cannot be found in the drop-down list, please select the closest option and explain the situation under Section 3 “Additional Information”.

**Section 2: Pay period.**

The duration of a pay period is 2 weeks. Please select your pay period first. The form will automatically complete the date of the 2-week period. Please then indicate the number of hours missed on each day. It will automatically be added in the Total Hours section.

**Section 3: Additional information**

Please read the information provided, and give special attention to the sub-sections if you are taking sick days or days off to attend a wedding or following the death of a relative.

If relevant to your situation, please complete the “Additional information” section with details that may be of importance to the processing of your report. Do not enclose medical information.

**Section 4: Signatures**

Please print the form and sign it, then have your supervisor sign it. Send to Human Resources for processing and keep a copy for your files.