



ADMINISTRATOR DEDUCTIBLE ABSENCE REQUEST FORM

Employee Name / Employee ID No.

Request the Following Dates and Hours: _____

Important Information

- All absences must be reported in iVisions

Deductible Absences

Three (3) days/24 hours may be used by employees for activities under provisions of other authorized absence benefits. A portion of the employee’s salary will be deducted to equal 33% of the employee’s daily rate. These absences may not be used to pursue recreation, to seek other employment, or to attend to matters relating to other employment. Principals and Assistant Principals are requested to be present in the school the day prior to or following a holiday. Exceptions must be requested prior to use.

Employee Signature / Work Site / Date

TALENT MANAGEMENT ONLY:

Approved

Not Approved

Comments:

Talent Management - Signature

Date

Please scan and email to TM Specialist at nbran@kyrene.org or mail to Mail Stop #13.