

California Association for Bilingual Education

Instructions for filling out Absence Report, Request for time off and flextime accrued

Absence Report

All employees must submit an absence report upon returning from an absence prior to the pay period ending. The absence report should be submitted to the Business Department. There are no exceptions! An email message will not be accepted as an official documentation for your absence.

Request for Time Off

All employees must submit a request for time off at least two (2) weeks in advance. This must be approved first by your supervisor and then approved by the CEO. We understand that perhaps some commitments cannot be anticipated two (2) weeks in advance; however, please make every effort to plan ahead. Once the form is signed by the employee and signed and approved by your supervisor; and approved by the CEO, a copy will be made and placed in the Absence Report notebook in the Executive Assistant's office where it will be kept for the one fiscal year. The original form will be returned to employee.

Flextime Accrued (for salaried staff)

Please note CABE does not give flextime for days used to attend professional development or conferences in which CABE has paid for your registration and other applicable fees or when attendance is optional. Please make sure to discuss potential flex days with your supervisor and or CEO before you actually take them to verify that they will actually count as flextime, and to ensure approval.

Once your flex time is accrued, the form must be completed and submitted within ONE WEEK from the day you worked in order for you to accrue flextime for that day. You must use your Flex days within six (6) months of the date worked or you will forfeit your flextime. Unapproved or incomplete forms will not be accepted.

NOTE: Please keep copies of all your requests for your files. If you have questions, contact your supervisor.