



CENTRAL CONSOLIDATED SCHOOL DISTRICT
"A Community of Learners Dedicated to Building Lives"
CCSD Administration Complex • Human Resources Department
P.O. Box 1199, Shiprock, NM 87420 • 505-598-1018 Fax 598-1019

3-day Absence Notification Form

Complete the information below and submit to the Human Resources Department to Martha Frazier at frazma@centralschools.org

With this submitted information the Human Resources Department will be able to offer support of leave options for which the employee may qualify.

Date: _____

Person completing form: _____

Employee Name: _____

Employee Position: _____

Work Location: _____

Supervisor: _____

Dates of Absence: _____

Type of Leave: _____

Reason: _____

HR OFFICE USE:

Received: _____

Date of contact: _____

Available Leave: _____

Benefits: _____

SLB Member: _____

Action: _____

Reference:

(CBA) Article 10 page 12 [Collective Bargaining Agreement \(CBA\)](#)

[Board Policy Manual Section G: Personnel Policies](#)