



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 • Phone/Fax: 505-515-0439

Employee 3 Days or more absence notification

Complete the information below and submit to the Human Resources Department to Suzanna George, Human Resource Specialist email: geors@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 13 [Collective Bargaining Agreement \(CBA\)](#)

Board Policy Manual