

First Presbyterian Church of Petaluma

**Report of Time Away**

*Please use this form to inform us of time away, **in addition** to the form **requesting** time away.  
This is due to the Finance Office three days before payday of the time period in which the time was taken.*

I, \_\_\_\_\_, was away from the church campus/job site on the following date(s): \_\_\_\_\_ for a total of \_\_\_\_\_ work days.

Please charge the time off to:

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Sick leave   | <input type="checkbox"/> Unpaid leave                                   |
| <input type="checkbox"/> Vacation     | <input type="checkbox"/> Conference/Continuing education                |
| <input type="checkbox"/> Personal Day | <input type="checkbox"/> Other official business (please explain) _____ |
| <input type="checkbox"/> Jury Duty    | <input type="checkbox"/> Other (explain) _____                          |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: \_\_\_\_\_

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