



Diocese of Wilmington – Catholic Schools Office

Absentee Report

Policy 412.4 in the Diocese of Wilmington Catholic Schools Office School Personnel Handbook states that **time off for sick leave is intended to be used for illness, injury, or medical appointments, procedures, and recuperation time.** Administrators and teachers (full- and part-time) are allotted a particular number of sick days as outlined in Policy 412.4. Sick days taken for personal reasons may not exceed the entitled number defined in Policy 412.4. Days taken in excess of the allotted number should be unpaid time off following the calculation in Policy 412.9.

Date: \_\_\_\_\_

Teacher’s Name: \_\_\_\_\_

School: \_\_\_\_\_

Number of available sick days at the beginning of the **2022-23** school year \_\_\_\_\_

Minus the number of sick days used \_\_\_\_\_

Number of sick days remaining \_\_\_\_\_

***For teachers who are returning:***

Number of days added for the **2023-24** school year \_\_\_\_\_  
(11 for administrators, 8 for full-time teachers,  
prorated for part-time teachers)

**TOTAL AVAILABLE SICK DAYS  
FOR THE 2023-24 SCHOOL YEAR** \_\_\_\_\_  
**90 DAY MAXIMUM \***

**\* Policy 412.4 – Sick days are cumulative up to 90 days. No employee, at any time, will have a bank of sick days greater than 90 days.**

\_\_\_\_\_  
Principal Signature Date

\_\_\_\_\_  
Teacher Signature Date