

<b>APPRENTICE ABSENCE FORM</b> To be attached to proof item. <span style="float: right;">Rev5. 8-19</span>	<b>Plumbers &amp; Gas-Fitters Local Union No.1</b> <b>New York City Training Center</b> <b>37-11 47<sup>th</sup> Avenue</b> <b>Long Island City, New York 11101</b> <b>FAX No. (718) 752-9634</b>
Approved - Excused Absence	Denied - Unexcused Absence
<b>FOR HEAD INSTRUCTOR USE ONLY</b>	

**SENDING VIA SCAN/FAX? SEND FRONT AND BACK!**

NAME (PLEASE PRINT)

ADDRESS

CITY STATE ZIP

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SOCIAL SECURITY NUMBER PHONE NO.

Current/Last Employer Current/Last date of employment

**FOR OFFICE USE ONLY**

RECEIVED STAMP

BY SCAN/FAX BY MAIL

BY HAND - NAME

The undersigned apprentice hereby requests an **excused absence** for the following  
 absent school day, \_\_\_\_\_  
Day of the Week
Date M/D/Y
Class #

**ABSENCE MUST BE CAUSED BY ONE OF THE FOLLOWING REASONS TO BE EXCUSED. CHECK ONE:**

- (a) **PERSONAL ILLNESS / PERSONAL MEDICAL EMERGENCY-**  
 (EXCUSABLE) *HOSPITAL ADMISSION FORMS, EMERGENCY ROOM FORMS, LETTER FROM DOCTOR, ETC.*
- (b) **FAMILY MEDICAL EMERGENCY (DEPENDENT CHILD or SPOUSE) -**  
 (EXCUSABLE) *HOSPITAL ADMISSION FORMS, EMERGENCY ROOM FORMS, LETTER FROM DOCTOR, ETC. and PROOF OF RELATIONSHIP*
- (c) **HOME EMERGENCY (DISASTER, FIRE or FLOOD) -**  
 (EXCUSABLE) *HOME FIRE OR DISASTER DAMAGE REPORT FROM F.D. or P.D. or INSURANCE COMPANY, ETC.*
- (d) **REQUIRED LEGAL APPEARANCE-**  
 (EXCUSABLE) *SUBPOENA, JURY DUTY NOTICE, DESK APPEARANCE NOTICE, ETC. (NOTE: TRAFFIC VIOLATIONS NOT ACCEPTABLE)*
- (e) **ARREST or INCARCERATION -**  
 (EXCUSABLE) *ARREST PROPERTY RECEIPT, DESK APPEARANCE NOTICE, ETC. (NOTE: TRAFFIC VIOLATIONS NOT ACCEPTABLE)*
- (f) **AUTO ACCIDENT ON THE WAY TO SCHOOL-**  
 (EXCUSABLE) *ACCIDENT REPORT FROM P.D. or DMV, INSURANCE COMPANY, ETC. (NOTE: TRAFFIC VIOLATIONS NOT ACCEPTABLE)*
- (g) **CRIME VICTIM ON THE WAY TO SCHOOL-**  
 (EXCUSABLE) *CRIME or THEFT REPORT FROM P.D., ETC.*
- (h) **DEATH OF IMMEDIATE FAMILY MEMBER- (Immediate Family Only)**  
 (EXCUSABLE) *DEATH CERTIFICATE, ETC. and PROOF OF RELATIONSHIP*
- (i) **RELIGIOUS OBSERVANCE PROHIBITS ATTENDING SCHOOL-**  
 (EXCUSABLE) *RELIGIOUS CALENDAR, ETC. and PROOF OF AFFILIATION*

**NO OTHER REASONS WILL BE DEEMED BY THE COMMITTEE TO BE EXCUSABLE FOR AN ABSENCE**

**CLEARLY AND BRIEFLY EXPLAIN THE DETAILS OF YOUR ABSENCE  
IN ACCORDANCE WITH THE REASON YOU CHECKED ON THE FRONT:**

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**You must ATTACH a clear copy of the item of  
proof you are submitting with this application.**

- YOU MUST CALL TO NOTIFY **THE OFFICE OF THE TRAINING CENTER** ANY DAY YOU CANNOT REPORT TO **WORK OR SCHOOL** DUE TO ILLNESS OR ANY OTHER REASON.
- IF AN ABSENCE IS REPORTED, THE STUDENT WILL **NOT BE PAID** FOR THAT DAY. THE STUDENT MUST ALSO MAKE UP THE ABSENCE **WITHOUT PAY**. FAILURE TO APPEAR AT A MAKE UP CLASS WILL BE CONSIDERED **ANOTHER ABSENCE, AND REQUIRE AN ADDITIONAL MAKE UP DAY.**
- IF AN ABSENCE FROM WORK OCCURS ON **THE WORKDAY PRIOR TO A SCHOOL DAY, OR THE WORKDAY FOLLOWING A SCHOOL DAY,** THE EMPLOYER IS **NOT REQUIRED TO PAY FOR THE ASSOCIATED SCHOOL DAY.**
- **EXCUSED ABSENCE** – ABSENCES LISTED AS ALLOWABLE, WITH TIMELY PRESENTATION OF ACCEPTABLE PROOF.
- **EXCUSED ABSENCES** STILL MUST BE MADE UP BY THE END OF THE SEMESTER. THE MAXIMUM NUMBER OF **UNEXCUSED** ABSENCES ANY STUDENT WILL BE PERMITTED, IN ANY SEMESTER, WILL BE LIMITED TO ONE (1). STUDENTS WHO EXCEED ONE (1) **UNEXCUSED** ABSENCE WILL BE **RETAINED IN GRADE AND SUSPENDED.**
- ABSENCES CAUSED BY THE APPRENTICE BEING **SUSPENDED FROM UNION MEMBERSHIP AND ANY RESULTING FAILURE TO PARTICIPATE IN ON THE JOB TRAINING/LEARNING** ARE NOT EXCUSABLE.

**BY THE AUTHORITY OF THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

VINCENT ASPROMONTE  
Contractors Assoc. / JATC Co-Chairman

ARTHUR O. KLOCK JR.  
Director of Trade Education

MICHAEL APUZZO  
Local 1 Bus. Mgr. / JATC Co-Chairman

**The facts herein stated are true and correct in every respect :**

\_\_\_\_\_  
(SIGNATURE OF APPRENTICE)

\_\_\_\_\_  
(DATE)