

Employee Absence Report

Employee Name (Type or Print):		
Date Filled:	Dates of Absence:	Certificated <input type="checkbox"/> Classified <input type="checkbox"/>
Position / Classification:		
Site / Location:		
Code Letter	Type of Absence	Number of Hours
B	Bereavement (Enter Relationship) <u>Relationship:</u>	
BT	Travel Connected With Bereavement Leave	
CB	Child Birth – Paternity	
DKT	Personal Full Salary Deducted (Explain in the Space Below) Explanation:	
E	Emergency (Explain Reasons in the Space Below) Explanation:	
FH	Floating Holiday	
FMLA	Family Medical Leave Act: <input type="checkbox"/> Employee <input type="checkbox"/> Qualifying Immediate Family Member:	
ID	Imminent Death (Explain Reasons in the Space Below) Explanation:	
JURY	Jury Duty: <input type="checkbox"/> City/County <input type="checkbox"/> Federal	
MIL	Duty With Armed Forces (Present Copy of Orders)	
PN	Use of Sick Leave for Compelling Personal Importance (Enter Hours Against One of the Following Reasons):	↓
	1. Death involving the immediate family, other relatives, or close friends.	
	2. Accident involving the immediate family, other relatives, or close friends.	
	3. Illness involving the immediate family, other relatives, or close friends.	
	4. Accident involving personal property of the employee, the immediate family, other relatives, or close friends.	
	5. Inability to get to assigned place of duty because of circumstances beyond control.	
	6. Appearance in court.	
	7. SEIU, CSA, Teamsters: Attendance at weddings, anniversaries, reunions, funerals, and high school and college graduations honoring members of the employee’s immediate family and may not be taken for religious observances. Religious observances leaves shall be granted to probationary and permanent employees with part pay for not more than three days in any school year for the observance of religious holidays. SCTA: Attend religious observances or weddings, ceremonies, or traditional observances honoring the employee or members of the employee’s immediate family. UPE: Grant up to three work days in any fiscal year for the observance of religious holidays, and such absences of compelling personal importance shall be charged to the employee’s accrued sick leave or credit.	
	8. Attending to Legal or Business Matters of Compelling Personal Importance	
	9. Taking Examinations Related to Advanced Training Which Cannot be Scheduled During Off-Duty Hours (Attach to This Form Written Evidence of Requirement)	
SICK	Employee Illness (Include Appointments With Doctors Connected With Illness)	
SLIA	Industrial Accident and Injury	
SUP	Subpoena	
VAC	Vacation	
X	<input type="checkbox"/> Union Absence <input type="checkbox"/> District Meeting, etc. (District Business)	
<i>Note to Employees: Please ensure all explanations are completely filled out and required documentation is attached. Failure to do so will result in the absence being considered as unauthorized, and pay will be docked.</i>		
Signature:		