

NATOMAS CHARTER SCHOOL EMPLOYEE MONTHLY ABSENCE REPORT



Employee Name: _____

Position: _____

Social Security Number: _____

Month: _____ Year: _____

ABSENCE CODE LEGEND

SL	Sick Leave	V	Vacation
PN	Personal Necessity	J	Jury Duty (Attach Notice)
C	Comp. Time	LWPP	Leave With Partial Pay
WC	Workers Compensation	LWOP	Leave Without Pay
B	Bereavement (Complete Explanation)	P/A	Paternity/Adoption
I / W	In-service/Workshop (Complete Explanation)	M	Maternity
SB/M	Sch Business/Mtg. (Complete Explanation)	NC	Non-Contract Day

Date of Month	Number of Hours Absent	Absence Code	Additional Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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30			
31			

INSTRUCTIONS

Effective July 1, 2004, all classified and credentialed, non Teaching and non-hourly employees must complete an "Employee monthly Absence Report" and submit it to their immediate supervisor by the last working day of the month. **This report must be turned in whether you are absent or not.**

- 1) Employee must complete the top part completely. Employee Name, Social Security Number, Position, Month, and Year. *If you have a salary agreement for One or more positions, you must complete an "Employee monthly Absence Report" for each position.*
- 2) Employee must enter the amount of hours absent from work and place the "Absence Code" on the line that corresponds with the date of the month. Use the "Absence Code Legend" at the top of this page to select the right code. Only make notations if you did not work.
- 3) Employee must submit the completed "Employee Absence Report" his/her immediate supervisor by the Last working day of the month.
- 4) The supervisor will review, approve and sign this report.
- 5) The supervisor will submit these "Employee Absence Reports" to Payroll by the 5th of the following month.
- 6) The Payroll Department will be using these reports to update the employees leave reports and make any necessary adjustments to payroll.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE