MONTHLY PERSONNEL ABSENCE REPORT

CLASSIFIED

REASONS:

Use the following abbreviations to indicate type of absence:

SL = Sick Leave
VA = Vacation
PN = Personal Necessity*
BL = Bereavement Leave (3 days; 5 days if 200 miles one/way)**
IA = Industrial Accident **
JD = Jury Duty
FI = Family Illness **
NT = No Tell (if applicable)

CT = Compensation Time
PD = Payroll Deduct
RT = Release Time **
ML = Maternity Leave*
PL = Parental Leave*
OL = Other Leave **
CC = Custom Calendar

*** Submit a completed Request for Leave form to Personnel**
**** Submit a completed Explanation of Absence(s) form**

SCHOOL/DEPARTMENT: ____

Reporting Period: **MONTH** __________________________ **YEAR**_________

Signature(s): ____ _____________

Principal/Department Supervisor **Date**

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NA = Please mark this box if no absences occurred during the month and **DO NOT** submit an Explanation of Absences

Please enter absences to the nearest quarter hour (i.e. .25, .50, .75).

Name	Hours / Day	Initial	NA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31