

# Biggs Unified School District Absence Report

Absent Reports are due on the **LAST WORKING DAY** of the Month.

**THIS REPORT MUST BE SUBMITTED MONTHLY BY ALL EMPLOYEE'S, EVEN IF NO TIME WAS USED**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Month

\_\_\_\_\_  
Last 4 of ID#

DATE	ABSENCE CODE	HOURS	Explanation SUBSTITUTE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Absence Codes	
Code	Reason
A	Adoption
B	Bereavement
C	Child Rearing
D	District Business
I	Industrial**
J	Jury Duty
N	No-tell*/Discretionary
P	Personal Nec
S	Sick Leave
U	Unpaid
V	Vacation*
W	Admin non-work day
O	Other approved leave
CT	Comp. Time*

\* Prior Approval Required  
\*\* Requires doctor's note

**Contact the District Office to apply for the following leaves. Additional paperwork is needed.**

- Adoption
- Education
- Extended Illness
- Family Leave Act
- General
- Infant Care/Child Rearig
- Legislative
- Maternity
- Military
- Parental
- Sabbatical

I certify that the above statements are true and correct.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date