

BIGGS UNIFIED SCHOOL DISTRICT

EMPLOYEE ABSENCE REPORT

PLEASE PRINT

BLUE PAPER

MONTH _____

0690

NAME _____

EMPLOYEE ID #
(Add last 4 digits above)

DATE	ABSENCE CODE	HOURS/DAYS	EXPLANATION	SUBSTITUTE	ABSENCE CODES	
					CODE	REASON
1					A	Adoption
2					B	Bereavement
3					C	Child Rearing
4					D	District Business
5					I	Industrial**
6					J	Jury Duty***
7					N	No-tell*/Discretionary
8					P	Personal Nec
9					S	Sick Leave
10					U	Unpaid
11					V	Vacation*
12					W	Admin non-work day
13					O	Other approved leave
14						* Prior Approval Required
15						** Requires doctor's note
16						*** Attach Jury Duty notice/subpoena
17						PLEASE CONTACT THE
18						PERSONNEL OFFICE TO APPLY
19						FOR THE FOLLOWING LEAVES
20						Adoption
21						Education
22						Extended Illness
23						Family Leave Act
24						General
25						Infant Care/Child Rearig
26						Legislative
27						Maternity
28						Military
29						Parental
30						Sabbatical
31						

Report absences in hours in fifteen minute increments. This report must be submitted to your supervisor when you pick up your check.

This report serves as the official record of employee absences. This report must be submitted monthly by all employees whether or not they were absent during the month.

Employee's Signature

Date

Supervisor's Signature

Date