NATOMAS UNIFIED SCHOOL DISTRICT
Administrative Employee Monthly Absence Report

Employee name: _____ Site: _____

Position: _____ Month: _____ Year: _____

Absence Code Legend

NC	Non-Contract		V	Vacation (Supt. only)
SL	Sick Leave		PN	Personal Necessity*
B	Bereavement**		WC	Worker's Compensation
J	Jury Duty		P/A	Paternity/Adoption
I/W	In-service/Workshop		SB/M	School Business/Meeting
LWP	Leave Without Pay		O	Other: _____
F	Furlough			

Date of Month	Absence Code	Additional Comments
1		
2		
3		
4		
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31		

Instructions

1) Complete the top part of this form by supplying the employee name, site, position, month, and year.

2) Enter the "Absence Code" on the line that corresponds with the date of the month you were absent. Use the "Absence Code Legend" at the top of this page to select the right code. If no absences, just leave the spaces next to the dates blank.

3) Submit the completed "Administrative Employee Absence Report" to your immediate supervisor by the last working day of the month.

4) Your supervisor will review, approve, and sign this report.

5) Your supervisor will submit your "Administrative Employee Absence Reports" to payroll by the 5th of the next month.

6) The payroll department will be using these reports to update the employees' leave reports and make any necessary adjustments to payroll.

* Personal necessity leave must be requested two working days in advance except in an emergency. Personal necessity leave shall not be used for recreation, vacation, other employment, or any illegal activity.

** Bereavement leave is limited by relationship and distance. Please state your relationship to the deceased and the location of services (city).

_____ _____
Employee Signature   Date

_____ _____
Supervisor Signature   Date