

# NATOMAS UNIFIED SCHOOL DISTRICT

## CLASSIFIED/CONFIDENTIAL EMPLOYEE MONTHLY ABSENCE REPORT

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee Reference #: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

### Absence Code Legend

<b>A</b>	Adoption	<b>OCP</b>	Working Out of Class (Job Description Required)
<b>B</b>	Bereavement (immediate family member _____)	<b>P</b>	Paternity
<b>C</b>	Comp. Time (Classified/Confidential Only)	<b>PH</b>	Personal Holiday (If Negotiated)
<b>FD</b>	Furlough Day	<b>PN</b>	Personal Necessity
<b>I/W</b>	Inservice/Workshop	<b>SB/M</b>	School Business/Meeting
<b>J</b>	Jury Duty	<b>SL</b>	Sick Leave
<b>LOA</b>	Leave of Absence	<b>UN</b>	NE/CTA/CSEA Negotiations
<b>M</b>	Maternity	<b>V</b>	Vacation (Classified/Confidential Only)
<b>MLOA</b>	Medical Leave of Absence	<b>WC</b>	Workers' Compensation
<b>NT</b>	No-Tell Day	<b>O</b>	Other - (specify) _____

Date of Month	Number of Hours Absent	Absence Code	Additional Comments
1			
2			
3			
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### INSTRUCTIONS

"Employee Monthly Absence Report" must be submitted to immediate supervisor by the last working day of the month. *This report must be turned in whether employee is absent or not, to confirm the contract days worked in a school year.*

- 1) Employee must complete: Employee Name, Employee Reference #, Position, Month, and Year.
- 2) Employee must enter the amount of hour(s) 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. Notation only needed where an absence is indicated.

The supervisor will review, approve and sign this report.

The supervisor will submit the "Employee Monthly Absence Reports" to Payroll by the published online schedule date.

The Payroll Department will use the reports to update employee absences and make any necessary adjustments to payroll.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

White: Payroll   Yellow: Supervisor   Pink: Employee