

NATOMAS UNIFIED SCHOOL DISTRICT

CLASSIFIED/CONFIDENTIAL EMPLOYEE MONTHLY ABSENCE REPORT

Employee Name: _____ Position: _____

Employee Reference #: _____ Month: _____ Year: _____

Absence Code Legend

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

Date of Month	Number of Hours Absent	Absence Code	Additional Comments
1			
2			
3			
4			
5			
6			
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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 - Print & Signature

Date

Supervisor - Print & Signature

Date

White: Payroll Yellow: Supervisor Pink: Employee