

LOCATION:

MONTH:

EMPLOYEE:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DAYS	SIGNATURE*			

TYPES OF ABSENCES:

- B = BEREAVEMENT (FORM REQUIRED)
- F = FURLOUGH
- H = HOLIDAY
- J = JURY DUTY
- N/W = NON-WORK DAY
- O = OTHER (EXPLANATION REQUIRED)

- P/D = PERSONAL DISCRETION (FORM REQUIRED)
- P/N = PERSONAL NECESSITY (FORM REQUIRED)
- S = SICK LEAVE
- S/B = SCHOOL BUSINESS
- V = VACATION (if applicable)
- W/C = WORKERS COMP

*Under Penalties of Perjury I certify that this Report is an accurate reporting of my attendance.

ADMINISTRATOR'S SIGNATURE: _____