

Confidential/Supervisor/Management  
**MONTHLY REPORT OF EMPLOYEE ATTENDANCE**

PLEASE PRINT

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Day	# of Days Worked	# of Days Absent	Reason for Absence
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			

**CODES**

**Requires An Absence Report**

- S** - Sick Leave
- N** - Personal Necessity Leave
- B** - Bereavement
- J** - Jury Duty
- M** - Military Leave
- P** - Personal Leave/No Pay (Board Approval)
- V** - Vacation
- I** - Industrial Accident  
(Must be reported to human resources and immediate supervisor.)

**Does Not Require Absence Report**

- C** - Conference/School Business
- H** - Holiday

	*Vacation Time	Sick Leave
Balance Forward		
Earned		
Used		
New Balance		

\*Vacation time may not be used during your first six months of employment.

**PROCEDURE**

Complete the column for the number of days absent when you are out on vacation, sick leave, holiday, or any other type of absence and use the codes above to give reason for absence.

**Both employee and supervisor signatures verify the information on this form is true and accurate.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature