

ABSENCE REPORTS FOR MONTHLY EMPLOYEES

The recording of absences of an employee paid a monthly salary shall be maintained on a monthly Absence Report form. Absences shall be reported as follows:

1. Absence Report forms shall be submitted to District Office Payroll for each employee prior to the tenth of the month following the month of reporting.
2. Absences are to be recorded in units of hours and half hours only. Appropriate symbols as indicated on the Absence Report form will be used to report the type of absence. A full day of service on a scheduled work day is represented by leaving the box for that date blank.
3. Prior to receiving his/her payroll check, the employee shall sign the Absence Report form. A revised Absence Report form must be submitted to District Office Payroll to correct current or prior reported usage.
4. Absence Report forms shall be signed by the employee's immediate supervisor.
5. Absences reported due to the following reasons shall result in a reduction of pay:
 - unauthorized absence
 - leave without pay
 - overuse of personal necessity
 - overuse of vacation