

Barnwell School District 45

Employee Absentee Report

School: _____

Employee Name: _____

Soc. Sec. # XXX-XX-_____

DISTRICT OFFICE USE ONLY	Date of Absence	Leave Day (Circle One)	Leave Code <u>IMPORTANT</u> (See Below)	Employee Signature
		.5 / 1.0		
		.5 / 1.0		
		.5 / 1.0		
		.5 / 1.0		
		.5 / 1.0		

Leave Codes: ALWAYS indicate appropriate leave code.

- 1 – Sick Leave
- 2 – Emergency Leave
- 3 – Jury Duty (attach summons)
- 4 – Non-Approved Leave
- 6 – Vacation
- 7 – School Business

IMPORTANT: Please do not use leave codes that you do not have available. Refer to your pay stub regularly for available leave days. **Using days you do not have available may result in docked pay.**

Contact Lisa Solomons at the District Office with questions regarding available leave.

lsolomons@bsd45.net

Ph. 541-3589

Principal/Supervisor Signature

Date

Notes/Comments: _____