RESET FORM PRINT

POUDRE SCHOOL DISTRICT

Absence Report

Name _____

Employee ID# _____

You may use the same line for consecutive absence days with the same reason code.

Date(s)	Number of Hours*	Reason Code

*Round to 15-minute increments (i.e., 4:15, not 4.25)

Use the following reason codes:

Reason for Absence	Code
Floating Holiday	06
Illness	01
Personal	05
Vacation	07
Comp. Time Used**	08
Community Leave	10
Death in Family	03
District Business	11
Flextime	02
Jury Duty	04
Military Duty	09
Nonpaid Absence	13
Worker's Compensation	14

***Report Comp. Time earned on "Authorization to Accrue Comp. Time" Form.*

Computer Entered

_____

Employee Signature Date

_____

Supervisor Signature Date

4/23/07