

### CLASSIFIED EMPLOYEE ABSENCE SUMMARY REPORT

*Annual Leave Taken:*

Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_

Total annual:

*Sick Leave Taken (for employee's own use):*

Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_

*Family Sick Leave Taken (indicate family relationship):*

Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_

Total all sick:

*Holidays Taken:*

Dates \_\_\_\_\_  
Dates \_\_\_\_\_

*Holidays Worked or Unused (as directed by supervisor):*

Dates \_\_\_\_\_

*Compensatory Time Taken (at 1½ rate):*

Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_

Total all comptime:

*Other Administrative Leave Taken (indentify/indicate purpose: for funeral-indicate relationship & location; for jury duty-attach juror service certificate; release time for Temporary Pay Differential-identify project; for administrative leave coupon-use "CPN"; for approved off-site training or meetings-identify purpose/location):*

Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_

**The employee's signature certifies that the times indicated are the actual times in and out to the nearest quarter-hour. The supervisor's signature indicates that the times indicated have been reviewed and are accurate to the extent that the supervisor is knowledgeable.**

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

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

DATE	A.M.		P.M.		ACTUAL HOURS WORKED	HOURS TAKEN	LEAVE CODE
	TIME IN	TIME OUT	TIME IN	TIME OUT			
<i>partial workweek hours from previous month (DO NOT ADD INTO TOTALS BELOW):</i>							
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<i>total hours <b>actually</b> worked for (partial) week:</i>						<i>OT hours:</i>	
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<i>total hours <b>actually</b> worked for week:</i>						<i>OT hours:</i>	
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<i>total hours <b>actually</b> worked for week:</i>						<i>OT hours:</i>	
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<i>total hours <b>actually</b> worked for week:</i>						<i>OT hours:</i>	
Sat							
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
<i>total hours <b>actually</b> worked for (partial) week:</i>						<i>OT hours:</i>	
Sat							
Sun							
<i>total hours <b>actually</b> worked for partial week:</i>						<i>OT hours:</i>	

ABSENCE CODES	
AD	Administrative leave
A	Annual Leave
C	Comp. Time Taken
F	Funeral Leave
FML	Family Medical Leave
H	Holiday Leave
IN	Injury Leave
J	Jury Duty
LWOP	Leave Without Pay
STD	Short-term Disability
S	Sick Leave for Self
SF	Sick Leave for Family
TPD	Temporary Pay Differential

*Total regularly-scheduled hours worked* \_\_\_\_\_  
*Holiday hours worked* \_\_\_\_\_  
*Overtime hours worked* \_\_\_\_\_  
 Hours annual leave taken \_\_\_\_\_  
 Hours sick leave taken \_\_\_\_\_  
 Hours family sick leave taken \_\_\_\_\_  
 Hours holiday leave taken \_\_\_\_\_  
 Hours other (admin.,jury,funeral,LWOP) \_\_\_\_\_  
 Hours of comp.time taken \_\_\_\_\_  
 ( balance of previous comp.time: \_\_\_\_\_ )  
*Temporary Pay Differential hours* \_\_\_\_\_  
  
**TOTAL HOURS FOR MONTH:** \_\_\_\_\_