

UNION COLLEGE

EMPLOYEE ABSENCE REPORT

DATE OF ABSENCE	#HRS ABSENT	E-CODE	PAID HOURS APPLIED AS:			UNPAID HOURS
			VAC	SICK	OTHER	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

TOTAL EXCUSED HRS _____

SUPERVISOR SIGNATURE _____ DATE _____

ALL UNEXCUSED HOURS ARE TO BE REPORTED BY THE SUPERVISOR IN A MEMORANDUM TO THE BUSINESS OFFICE.

EMPLOYEE ABSENCE CODES FULL-TIME DAY = 7.5 HOURS
PART-TIME DAY = PRORATED

A = ACCIDENT ON DUTY (PLEASE SPECIFY)

AD = ADMINISTRATIVE CLOSING (PLEASE EXPLAIN)

AO = ACCIDENT OFF DUTY (PLEASE SPECIFY)

BD = BIRTHDAY

CB = COLLEGE BUSINESS

DF = DEATH IN FAMILY (LIST FAMILY MEMBER AND LOCATION)

JD = JURY DUTY (ATTACH DOCUMENTS)

LT = LATE (PLEASE EXPLAIN)

SF = SICKNESS IN FAMILY (LIST FAMILY MEMBER AND TYPE OF ILLNESS)

SS = SICKNESS SELF (INCLUDES ABSENCES FOR MATERNITY LEAVE)

V = VACATION

H = HOLIDAY

W = WEATHER (ABSENCES DUE TO WEATHER APPROVED PAID OR UNPAID)

C = COMPENSATORY TIME (LIST THE DATE COMPENSATORY TIME INCURRED
37.50 – 40.00 HRS (1 1/2) TIMES HRS WORKED OVER 40.00 HRS
(1 1/2) TIMES HRS WORKED)

REASONS FOR ABSENCES EXPLAINED (AS REQUIRED): _____

EMPLOYEE SIGNATURE _____ DATE _____ PAY PERIOD _____