# ABSENCE RECORD

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

Employee ID # _____ Please submit to payroll by the last working day of the month.

Employee _____ Position _____ Location _____

| Date MO/DAY/YR. | IN | OUT | HRS/ DAYS | ABSENCE CODES | Date MO/DAY/YR. | IN | OUT | HRS/ DAYS | ABSENCE CODES |
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**ABSENCE CODES:**

SL - Sick Leave
PN - Personal Necessity
VAC - Vacation
BER - Bereavement
SB - School Business (Indicate Nature)
I/A - Industrial Accident/Illness
JUR - Jury Duty
FAM - Family Leave

Employee Signature _____ Approved By: _____

12/00 SCOE