Oregon City School District #62
Employee Absence Record

Employee # _____ Employee Name _____ Location _____ Month _____

Record hours absent. Use absence code to identify reason for absence.

Monday			Tuesday			Wednesday			Thursday			Friday			
Date	Hours	Abs. Code	Date	Hours	Abs. Code	Date	Hours	Abs. Code	Date	Hours	Abs. Code	Date	Hours	Abs. Code	**TOTAL HOURS**

Employee Signature: _____ Supervisor Signature: _____

ABSENCE CODE:

FLX - Flex Time
LB - Bereavement
LE - Emergency/Personal
LF - Family Leave
LJ - Jury Duty/Court Appearance
LN - Non-contract
LS - Sick Leave
LU - Unpaid
LV - Vacation
OTH - District Service, Assoc. Leave, Military Leave
PRD - Professional Leave
BR - Budget Reduction/Furlough

Original to payroll, copy for your file