

Transportation Department ABSENCE REPORT

Completion of the absence form is the sole responsibility of the employee. Failure to complete the absence form within the time specified for completion will result in the absence being treated as unexcused and will result in loss of pay. This form shall be completed & attached to your timesheet for any form of absence; to include LWOP. All requests for personal leave days must be approved by the Supervisor or Asst. Supv. of Transportation at least 48 hours prior to the date(s) requested.

EMPLOYEE NAME:

| | | |
|------------|-------------|-----|
| Last Name: | First Name: | MI: |
|------------|-------------|-----|

THIS AREA BELOW FOR OFFICE USE ONLY

| | Date (mm/dd/yy) | Amount Used (0.5 or 1.0) | Leave Code (See Choices Below) | Supervisors Initials Required for PL , AL, & Admin | Explanation: Jury Duty or Professional Leave (when applicable) | |
|------------------|--------------------------|-----------------------------------|--|--|---|--|
| Monday | A.M. ___ P.M. ___ / / | ▪ | | | | |
| Tuesday | A.M. ___ P.M. ___ / / | ▪ | | | | |
| Wednesday | A.M. ___ P.M. ___ / / | ▪ | | | | |
| Thursday | A.M. ___ P.M. ___ / / | ▪ | | | | |
| Friday | A.M. ___ P.M. ___ / / | ▪ | | | | |

Please total number
of days absent:

▪

(TOTAL)

LEAVE CODES:

- | | |
|------------------|-----------------------------|
| SL = Sick | LWOP = Without Pay |
| PL = Personal | NSRS (court) attach summons |
| AL - Annual | ADMIN = Administrative |
| BL = Bereavement | CONF = Conference |

EMPLOYEE NUMBER

**** DOCTOR'S NOTE REQUIRED:**

Employee Initials: _____

Supervisor Initials: _____

Employee's Signature: Date

Supervisor's Signature: Date

It is the policy of the Spotsylvania County School Board not to discriminate against any person on the basis of disability, race, color, national origin, gender, age, religion, ancestry, or marital status. The director of Special Services is designated as the responsible person regarding assurances of nondiscrimination and may be reached at Spotsylvania County Schools, 8020 River Road, Fredericksburg, Virginia 22407.