

## **Report of Absence of Personnel**

		Employe	e #:	
Position:		School/Dept:		
Date(s) of Absence	Total Hours:			
	Reason for	Absence (check):		
☐ Vacation	□ Illness	☐ Personal Necessity	☐ Furlough Days	
School Business Leave	☐ Jury Duty	☐ Worker's Compensation	□ Negotiations	
☐ Unpaid Personal Leave	☐ Maternity/Patern	ity   Bereavement (relationship)	):	
Name of Substitute	e	Date(s) Worked	Total Hours	
Employee's Signature:		Dat	e:	
To the best of my knowledge and belie	ef, the above is a true and	accurate statement of the facts in relation to	the employee's absence.	
Signature of Lead Administrato	gnature of Lead Administrator: Date:		te:	
ABS-22 (PB8)			Revised 8/27/	
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		TALUMA (ITY SCHOOLS		
	Report of A	Absence of Personnel		
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Position:	Report of A	Absence of Personnel Employ	i:	
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Position:	Report of A	Absence of Personnel EmploySchool/Dept T	i:	
Position: Date(s) of Absence	Report of A	Absence of Personnel  Employ School/Dept T r Absence (check):	t: otal Hours:	
Position: Date(s) of Absence  Usualist Vacation	Report of A	Absence of Personnel  Employ School/Dept T  r Absence (check):  Personal Necessity  Worker's Compensation	t: otal Hours:  Furlough Days  Negotiations	
Position: Date(s) of Absence  Vacation School Business Leave	Report of A  Reason for the second se	Absence of Personnel  Employ School/Dept T  r Absence (check):  Personal Necessity  Worker's Compensation	t: otal Hours:  Furlough Days  Negotiations	
Position: Date(s) of Absence  Vacation School Business Leave Unpaid Personal Leave	Report of A  Reason for the second se	Absence of Personnel EmploySchool/DeptT  r Absence (check): Personal Necessity Worker's Compensation emityBereavement (relationshipsen)	t: otal Hours:  Furlough Days  Negotiations  ip):	
Position: Date(s) of Absence  Vacation School Business Leave Unpaid Personal Leave	Report of A  Reason for the second se	Absence of Personnel EmploySchool/DeptT  r Absence (check): Personal Necessity Worker's Compensation emityBereavement (relationshipsen)	t: otal Hours:  Furlough Days  Negotiations  ip):	
Position: Date(s) of Absence  Vacation School Business Leave Unpaid Personal Leave	Report of A  Reason for the second se	Absence of Personnel EmploySchool/DeptT  r Absence (check): Personal Necessity Worker's Compensation emityBereavement (relationshipsen)	t: otal Hours:  Furlough Days  Negotiations  ip):	
Position: Date(s) of Absence  Vacation School Business Leave Unpaid Personal Leave	Reason for Bulliness  Jury Duty  Maternity/Pate	Absence of Personnel EmploySchool/DeptT  r Absence (check):	t: otal Hours:  Furlough Days  Negotiations  ip):	

ABS-22 (PB8) Revised 8/27/12

Date: \_\_\_\_\_

Signature of Lead Administrator: