

SALT LAKE CITY SCHOOL DISTRICT

Employee's Verification of Absence from Work

Employee Name: _____

ID Number: _____

School/Department: _____

Date: _____

Contract Teacher _____ Contract Other _____ Non-Contract _____

<u>Date</u>	<u>Hours</u>	<u>Reason Code</u>	<u>Absence Code</u>	<u>Reasons</u>
_____	_____	_____	3102	Sick Leave
_____	_____	_____	3110	Sick Leave/Workers' Compensation
_____	_____	_____	3160	Vacation
_____	_____	_____	3175	Administrator's Non-Contract Day
_____	_____	_____	3180	Personal
_____	_____	_____	3182	Personal Day with Pay Deduction
_____	_____	_____	3183	Extra Personal Day (< 12 month classified only, max 8 hrs)
_____	_____	_____	3190	Personal Converted from Sick (must be approved by HR)
_____	_____	_____	3198*	Compensatory Time Earned (# of hours over 40 x 1.5)*
_____	_____	_____	3200*	Compensatory Time Taken Contract Employee*
_____	_____	_____	3201*	Compensatory Time Taken Non-Contract Employee*
_____	_____	_____	3202	Deductible Jury Duty
_____	_____	_____	3204	Deductible Military
_____	_____	_____	3207	Suspension without Pay (approved by HR)
_____	_____	_____	3208	Suspension with Pay (approved by HR)
_____	_____	_____	3210	Bereavement
_____	_____	_____	3212	Conference/Convention Leave
_____	_____	_____	3216	Administrative Leave with Pay (approved by HR)
_____	_____	_____	3219	Leave without Pay

Signature of Employee _____ Date _____

Approved by Supervisor _____ Date _____

Approved by Administrator _____ Date _____

*Compensatory time is only to be used by non-exempt employees who have elected to receive comp time in-lieu of overtime. Comp time earned should be recorded a 1.5 times the hours worked over 40 in one week (Sunday-Saturday). Comp time cannot be used unless there is a comp time earned balance.