



RANKIN COUNTY SCHOOL DISTRICT ABSENCE REPORT FOR UKG EMPLOYEES (TIMECLOCK)

Employee Badge Number

School / Department

LIST EACH DATE ABSENT (UNLESS CONCURRENT)	ABSENCE TYPE	TIME ABSENT (INCREMENTS OF .25)
TOTAL TIME ABSENT:		

TYPE OF ABSENCE	CODE	COMMENTS
BEREAVEMENT	BRV	IDENTIFY RELATIONSHIP TO DECEASED
COMP TIME	CT	
JURY DUTY	JD	ATTACH JURY ATTENDANCE FORM
MILITARY	MIL	ATTACH MILITARY FORM
NO PAY OR DOCKED PAY	NP	MISSING TIME & NO LEAVE AVAILABLE
SCHOOL RELATED	SCH	ATTACH BACKUP (AGENDA, CERTIFICATE, ETC.)
SICK LEAVE	SK	IF NO SICK LEAVE AVAILABLE, USE NO PAY
VACATION	VAC	IF NO VACATION LEAVE AVAILABLE, USE NO PAY
PERSONAL	PERS	PERSONAL DAY

Employee's Signature

Principal's / Supervisor's signature