HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

CLASSIFIED

_____ **TIME SHEET**

School or Department

A — Industrial Injury — Indicate if on Light Duty
B — Bereavement — Relationship Required
E — Excused With Pay
EI — Personal Necessity — Affidavit and Approval Required
I — Illness — Indicate if Substitute Used
J — Jury Duty
N — Excused Without Pay
V — Vacation
X — Not Excused

1. Use EI for additional six days related to bereavement, family accident or litigant.
2. Using above symbols, indicate in RED the reason for your absence.
3. Return completed form to Payroll each Monday.

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Dates from — to — inclusive

NAME	MON.	TUES.	WED.	THURS.	FRI.	SIGNATURE

Approved:_____

Form #1059 (Rev. 1/00)