

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**  
**CERTIFICATED JOB-SHARE TIMESHEET**  
**(Same job share team only)**

**TIME SHEET**

\_\_\_\_\_ School or Department

- A — Industrial Injury — Need Affidavit
- B — Bereavement — Need Affidavit
- E — Excused With Pay
- P — Personal Necessity — Need Affidavit

- I — Illness
- J — Jury Duty
- N — Excused Without Pay
- X — Not Excused
- Z — Management Non-Work Day

1. Use P 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**.

\_\_\_\_\_ Dates from — to — inclusive

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

Approved: \_\_\_\_\_