

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**  
**CERTIFICATED**

**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
- N — Excused Without Pay
- V — Vacation
- X — Not Excused
- Z — Management Non-Work Day

- 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.

Dates from — to — inclusive

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

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