

MONTGOMERY COUNTY SCHOOLS
Mt. Sterling, Kentucky
CLASSIFIED SERVICE REPORT

PAY PERIOD _____ THRU _____
Date Date


School/Office _____

CHECK TO BE RECEIVED ON _____
Date

PAGE _____ of _____ PAGES

EMPLOYEE'S NAME	WRITE OR TYPE IN WORK DATES OF THE MONTH IN SERVICE PERIOD														# DAYS ABSENT	REMARKS/ OVERTIME	

Please indicate reasons for absences in the applicable date block, using the following codes:

- | | | | | |
|---------------------------------|---------------------|----------------------------------|-------------------------|---|
| A - Unauthorized absence | E - Emergency Leave | I - Illness in immediate family | P - Leave without pay | Show half-days |
| PD - Personal leave day | EL - Legal | J - Jury duty | S - Personal illness |  |
| H - Approved holiday (with pay) | ED - Death | PL - Approved professional leave | T - Day terminated work | |
| | EO - Other | NC - Non-contracted day | V - Vacation day | |

NOTE: If employee being reported is hourly paid, indicate number of hours worked in the applicable date block and total hours for the service period. Indicate days worked in the same manner as regular employees. If a substitute is called for employee reported as absent, please write substitute's name in remarks column together with dates substituted for that employee. Place substitutes on separate service report.

DATE: _____ IMMEDIATE SUPERVISOR _____ SUPERINTENDENT _____