Absence Codes (Write on back comments/reasons.)

- Yellow: Unexcused absence or no call, no show
- Green: Sick time
- Blue: Tardy, note # of minutes
- Pink: Injury on duty (if partial hrs, indicate hrs missed ID-2)
- Orange: Vacation (if partial hrs, indicate hrs missed V-2)
- SFM: Sick - Family Medical Leave Act
- F: Tardy - specify minutes Ex: T/30 for 30 minutes tardy (Blue)
- U: Unexcused absence, No call, No show (yellow)
- Z: Last day worked - Z/R for resigned, Z/T for terminated

*Examples of unexcused absences may include failure to report to work as scheduled without proper call-in procedure or request, failure to report to work without proper documentation such as medical return to work, or fail to provide documentation for absence when required by supervisor.

*An attendance grid must be kept for every CS employee. This grid will serve as the documentation for attendance at the end of the school year. Supervisors will sign the attendance grid for those who qualify, make a copy and send to their coordinator/manager.