

Tamalpais Union High School District Attendance Form

SECTION 1: Employee Information

Employee Name: _____ Month/Year: _____

School/Department: _____ Employee ID : _____

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Employee Signature

Administrator Signature

Absence Reason Codes

SL- Sick Leave	FI- Family Illness	CT-Compensatory Time
PN- Personal Necessity	WC-Workers Comp	VAC- Vacation
FH-Floating Holiday	*JD-Jury Duty (Summons Required)	
BR-Bereavement (Relationship _____ Location: _____)		

*If selected for long term Jury Duty Service, a Jury Duty Certificate will be required in addition to the original Jury Summons

SECTION 2: For Payroll Only –To be used for Dock/Overuse of leaves

Total hours overused: _____

Absence Reason of overuse: _____

Date of Payroll Dock: ____/____/____