

Name

Employee ID:
Last name First name Phone Ext.

Foundation Account #	Object Code	<input type="text"/>	Percentage of Charge
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Attendance Report for The Pay Period of: , for the month of , 20

CODES TO USE WHEN TIME OFF IS TAKEN (SEE BACK FOR EXPLANATIONS AND ELIGIBILITY)

- (S) Sick
- (PL) Parent Leave
- (U) Unapproved Absence (Unpaid)
- (V) Vacation
- (C) Work Related Injury or Illness
- (J) Jury/Witness
- (B) Bereavement
- (D) Disability (Not Work Related)
- (PH) Personal Holiday
- (L) Approved Leave (Unpaid)

Please select the absence code in the box that corresponds with the date of the absence (leave blank if not applicable):

1	2	3	4	5	6	7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	9	10	11	12	13	14
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	16	17	18	19	20	21
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22	23	24	25	26	27	28
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29	30	31	TOTAL HOURS USED			
<input type="text"/>	<input type="text"/>	<input type="text"/>	(S) <input type="text"/> (V) <input type="text"/> Other: <input type="text"/> <input type="text"/> Unpaid <input type="text"/>			

I CERTIFY NO TIME WAS TAKEN AS DESCRIBED IN CODES SECTION ABOVE

SIGNATURES

Employee	Date	Post Award Analyst (if applicable)	Date
Supervisor	Date	Payroll Input	Date

(INSTRUCTIONS FOR COMPLETING FORM)

1. COMPLETE FORM AS FOLLOW:

Exempt employees:

List only absences. *If none, check certification box at the bottom of the page. All absences are recorded in eight hour periods

2. SUBMIT FORM TO SUPERVISOR FOR APPROVAL AND FORWARD TO THE FOUNDATION PAYROLL DEPARTMENT

LEAVE INFORMATION

Employees may be entitled to certain leaves established by federal and state laws. These leaves are Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA), Family Medical Leave Act (FMLA), and Military. To be eligible, certification by a medical provider or military authority is required. Contact Foundation Human Resources to determine eligibility and obtain necessary forms.

ABSENCE CODES AND EXPLANATIONS

The following descriptions will assist you in using these benefit accruals (e.g. sick and vacation) and understanding eligibility when time off is needed. If you have any questions or need clarification, please contact Foundation Human Resources for accurate advice and assistance.

SICK LEAVE (S) can be used for your own illness or medical appointments. It also may be used for short illnesses or medical appointments for your child, spouse or parent. It may also be used for serious long-term illnesses lasting more than three days while eligible for FMLA or CFRA. Your sick leave credits will be used when you are on disability, work related illness or injury, pregnancy disability, CFRA and FMLA related matters. Sick leave for family purposes is used from your accrued sick leave credits. Up to half of your accrued sick time per year may be used to care for a sick family member to include: child, parent, spouse, or domestic partner. To be eligible, you must list the family member under explanation on the front of this form.

BEREAVEMENT LEAVE (B) is for the death/funeral of a family member. Up to forty hours of sick leave may be used for a child, spouse, sister, brother, parent, parent-in-law, grandparent or grandchild. Additional time may be granted by the supervisor through the use of vacation, if needed. To be eligible, you must list the family member under explanation on the front of this form.

VACATION (V) credits may be used when your supervisor has granted prior approval. It may also be used when you no longer have sick leave credits while on disability, workers' compensation, FMLA, CFRA or pregnancy disability leave.

MILITARY LEAVE time is deducted from vacation.

PARENT LEAVE (PL) is for visits to your child's school for conferences with school personnel or to attend a school function during the school day. Vacation time can be used.

JURY DUTY (J) is paid up to a certain number of days per year. Vacation may be used if additional time is required. To be eligible, all notices of served jury duty and information regarding any payments (other than meals or mileage) must be submitted to the payroll department.

HOLIDAYS are automatically applied for benefited employees.