

BOARD OFFICE EMPLOYEE ABSENCE/OVERTIME RECORD

EMPLOYEE NAME: _____

MONTH: _____

DATE	HOURS			REASON	DATE	HOURS			REASON
	O.T.	A.B.	BANKED REG TIME			O.T.	A.B.	BANKED REG TIME	
1					17				
2					18				
3					19				
4					20				
5					21				
6					22				
7					23				
8					24				
9					25				
10					26				
11					27				
12					28				
13					29				
14					30				
15					31				
16									
TOTAL					TOTAL				

- ABSENCE CODES:
- V – VACATION
 - S – SICK
 - B – BEREAVEMENT
 - BW – BEREAVEMENT WITHOUT PAY
 - O – OTHER
 - T – TIME IN LIEU
 - BT – BANKED TIME

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE