

**Greater Albany SD 8J**  
Administrative Regulation

Code: **GB-AR(1)**  
Adopted: 8/8/98  
Revised/Readopted: 3/12/01  
Orig. Code(s): AR 7016

**Staff Absence Reports**

**Monthly Paid Employees - Staff Absence Reports**

1. The monthly staff absence report shall be used by all monthly paid employees.
2. The white copy of the report shall be sent to the business office on the payroll cutoff date.
3. Do not keep the report if an employee has not signed. Indicate on the report the employee was not available.
4. Do not keep reports if an administrator is not available. Sign for the administrator and initial.
5. Send all sub slips and sub time sheets with the staff absence reports. Please alphabetize.
6. If an employee is injured on the job, please mark “**workers comp**” along with sick leave in the leave type column.
7. If an employee is not absent during the month a report is not necessary.
8. If an employee is absent for several days in a row, they may be included on one line. If they are multiple subs all subs names need to be indicated so more than one line may be necessary.
9. Pink copy to employee and retain yellow copy for your files. (Your copy need not be retained beyond the end of fiscal year and permission to destroy is not necessary.)
10. The following is a list of the type of leaves available to employees:
  - Bereavement
  - Court Appearance - Certified
  - Council Leave
  - Emergency Leave - Classified
  - Family Care Leave
  - Funeral Leave
  - Jury Duty
  - Military Leave
  - Personal/Emergency - Certified
  - Personal/Emergency - Classified
  - Professional - Building
  - Professional - District
  - Religious Leave
  - School Leave
  - Sick Leave
  - Unpaid Leave
  - Vacation

### **Hourly Paid Employees - Staff Absence Noted on Time Sheets**

1. Hourly paid employees need to note a staff absence on their time sheets.
2. The time sheet needs to be sent to the business office on the payroll cutoff date.
3. If an employee or administrator was not available to sign the time sheet, do not hold up sending the report. Note that they were not available and initial.
4. Please total the columns on the time sheet.
5. If a substitute is used, indicate the name in the last column.
6. If sick leave is because of an on-the-job injury, please write “**workers comp**” in the sick leave column.
7. Send time sheets to business office on payroll cutoff date with substitute time sheets. Please alphabetize.
8. Give copy to employee and retain copy for your information. (Your copy need not be retained after the end of the fiscal year and no permission is necessary to destroy.)