Barnwell School District 45

Employee Absentee Report

School:_____

Employee Name:_____ **Soc. Sec. # XXX-XX-**_____

DISTRICT OFFICE USE ONLY	Date of Absence	Leave Day (Circle One)	Leave Code IMPORTANT (See Below)	Employee Signature
		.5 / 1.0		
		.5 / 1.0		
		.5 / 1.0		
		.5 / 1.0		
		.5 / 1.0		

Leave Codes: ALWAYS indicate appropriate leave code.

1 – Sick Leave

2 – Emergency Leave

3 – Jury Duty (attach summons)

4 – Non-Approved Leave

6 – Vacation

7 – School Business

IMPORTANT: Please do not use leave codes that you do not have available. Refer to your pay stub regularly for available leave days. **Using days you do not have available may result in docked pay.**

Contact Kristle Davis at the District Office with questions regarding available leave.

kdavis@barnwell45.k12.sc.us

Ph. 541-3589

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Principal/Supervisor Signature **Date**

Notes/Comments:_____

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