



November 9, 1995

ADMINISTRATIVE MEMORANDUM NUMBER NINETEEN
REPORTING CONTRACT EMPLOYEE ABSENCE

1. Procedures for Employee Absence Record

All schools and locations must keep an Employee Absence Record for each contract employee. The record is to be kept in the office of the employee's home school or location (wherever payroll reports are signed for that employee). The principal, supervisor or payroll secretary should code the employee's absences onto the absence record as they occur during the payroll reporting period. The back of the form may be used as needed for notes, record of substitutes, etc. At the end of each reporting period, the record should be given to the employee, whether or not they have been absent, so they may review their record of absence and attendance. The employee should be sure that all absences have been correctly entered and coded and should make any corrections that are needed. The employee will sign the record to certify its accuracy for both absence and attendance to date. The form should then be returned to the supervisor or secretary for use in preparing and submitting the Payroll Time and Attendance Report. Employees may keep copies of their own record for personal use and record-keeping.

2. Relationship Between Employee Absence Record and Time and Attendance Report

The Absence Record is similar in format to the Time and Attendance Report and should be marked with the same symbols. The absence code symbols are explained on the green pages attached to this memorandum. Copies of the green page should be available for contract employee use when they review and sign the Absence Record at payroll time. The Employee Absence Record is used for contract employees only. Hourly employees submit their hours on different cards and their absences are shown on the Time and Attendance Report by leaving a blank space under the date of absence. Absences for contract employees are shown on both the Employee Absence Record and the Payroll Time and Attendance Report by entering the proper absence code symbols under the date of absence. Show the time absent by hours along with the proper code letters (5 SF, 8 V, 3 SP, etc.)

3. It should be emphasized that the above procedures for reporting contract employee absence on both the Absence Record and the Time and Attendance Report are designed primarily to create accurate records for which the employee carries definite responsibility and accountability. Such record-keeping (which may be handled in large part by a secretary) does not relieve employees of the obligation to give an explanation of each absence to their principal or supervisor, nor does it relieve the principal or supervisor of the obligation to seek verification of reasons given for absence, when such verification is needed.

/s/

Loren G. Burton
Superintendent

Last Revision October 2, 1980