

# Late Entry Absence Form

Employee Name \_\_\_\_\_ Campus \_\_\_\_\_ Employee ID \_\_\_\_\_

Date of Absence	Start Time	End Time	Absence Reason	Substitute Required	Substitute Assigned
				<input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	
				<input type="checkbox"/> yes <input type="checkbox"/> no	

**Reason for Absence Codes**

1. Personal Illness
2. Family / Child Illness
3. Death (immediate family)
4. Personal Leave
5. Professional – Campus initiated
6. Professional – District initiated
7. Jury Duty
8. Funeral (non relative)
9. Approved Religious Observance
10. Jury Duty Other/ District Court Business
11. Vacation
12. Unexcused Leave
13. Compensatory

**Reason for Late Entry of Absence *(Provide details, if SmartFind system issue.)***

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_