

Administrative Employee Attendance Record

NAME: _____

SCHOOL:

Mount Ascutney Hartland Weathersfield S.U.

Week 1

Day	Date	Reason Code	# of Days Used
M			
T			
W			
Th			
F			

Week 2

Day	Date	Reason Code	# of Days Used
M			
T			
W			
Th			
F			

Week 3 (Used only during three week pay periods)

Day	Date	Reason Code	# of Days Used
M			
T			
W			
Th			
F			

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Administrator Signature	Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Superintendent/Designee	Date

Leave Time Codes	
010	Sick
015	Personal
020	Vacation
025	Bereavement
030	Professional
035	Holiday
040	Floater
050	Misc/No School
055	LWOP (leave w/o pay)