

Empl ID:       Name (Last, First, Middle): \_\_\_\_\_ Date: \_\_\_\_\_

School or Dept: \_\_\_\_\_ Location No.:       Position Title: \_\_\_\_\_

**Timekeeper Instructions:**

Based on instructions below, please report the absences in Time and Labor with the Time Reporting Code that corresponds to the Type of Leave selected on this form.

**Vacation:** Employee completes form to request vacation days or cancel previous request and submits to principal or department head for approval. Report as **VAC**.

**Floating Holiday:** Monthly **Classified** employee (including classified managers/supervisors) completes form to request floating holiday in lieu of Admission Day, or to cancel a previous request. **See employee contracts for eligibility.** Submits form to principal/department head for approval. **Maximum Allowance:** 1 day/fiscal year, non-accumulative. **Must be taken as a single day off or in increments of not less than one-half day, as determined by the number of hours in the employee's workday.** Report as **FLH**.

**PPI:** Employee completes form to request release time for purposes of professional and personal improvement. Submits form to principal or department/division head for approval. Refer to appropriate collective bargaining agreement contracts for specific details of available benefits. Report as **PPI**.

**Sick Leave Incentive:** Applies to classified employees in OSS, OTBS, Police Services and Paraeducators units. Those unit members having perfect attendance during one complete fiscal year shall be entitled to one paid day of leave for personal, professional improvement during the next fiscal year. The CLSLI day does not accrue from year to year, and must be taken prior to June 30th. Report as **CLSLI**.

**Two Hour Personal Business:** Employee completes form to request two hours of personal business. Report as **PB2HR**.

**Reduction in Work Year:** For AASD members who do not have Reduction in Work Year days embedded in their work year will submit this form for dates on which the 5-day work year reduction will occur. Report as **RWY**.

**Retain card at site. Do not submit to Payroll.**