

Procedure 5.1202

Absence Report Procedure

Absences from work must be charged to the appropriate leave account and reported by completing the Absence Report for Professional Staff and Faculty or the Time Sheet/Absence Report for Custodian, Maintenance, Clerical and Technical Staff. Record all absences by the hour, the half-hour, or in fifteen minute increments. Absences are to be approved in advance except in cases of unforeseen circumstances and should be approved by whatever means the supervisor deems acceptable. Absences are tracked on a monthly basis and supervisors are responsible for seeing that absence reports are turned in to the Human Resources office by the 5th of the following month. Leave time is deducted during the payroll process in the month following the dates the leave was taken.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Procedure

Cross References:

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

History

Senior Staff Review/Approval Dates: 7/21/14, 10/31/16

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*