Santa Cruz County Office of Education

MANAGEMENT – ATTENDANCE TIMESHEET

INSTRUCTIONS: This timesheet is to be used by Management employees only. Please type or print legibly. SCCOE attendance period is from the 19th through the 18th of each month (example: July 19th to August 18th is due on August 18).

GENERAL INSTRUCTIONS:

Management employees submit a calendar at the beginning of each fiscal year. Any day not scheduled as a work day are Non-Work Day(s). When recording days on your monthly Attendance Timesheet refer to your original fiscal year calendar. Any day that remains as Non-Work Days must be marked as NW in the Leave Type. If you work on a scheduled Non-Work Day mark the day as a +T for a trade day earned. If you do not work on a previously scheduled work day mark the day as a –T for a trade day taken.

Leave Type: Use the following for Leave Types:

NW Non-Work Day **S** Sick leave (less than 5 days) **+T** Trade Day Earned **-T** Trade Day Taken

Superintendent/Designee Approved Only: ABSENCES THAT REQUIRE SUPT./DESIGNEE SIGNATURE MUST BE APPROVED ON A PERSONNEL LEAVE REQUEST FORM. Please attach a copy of this form to the Attendance Timesheet. Your Division Assistant/Associate Superintendent will need to sign the original Personnel Leave Request Form and then forward it to the Associate Superintendent of Student and Personnel Services.

The following reasons require a Personnel Leave Request Form.

Bereavement*	Personal Necessity	Military Leave
Family Medical Leave	Sick leave 5 + Days**	Jury Duty/Witness***
Industrial Accident & Illness	Unpaid Leave	
Unpaid Disability Leave	Other	

*Bereavement may be used for an immediate family member only (mother, father, grandmother, grandfather, or a grandchild of the employee or the employee's spouse and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative or significant other living in the immediate household of the employee). Up to 3 days may be taken, or 5 days if traveling beyond a 300 mile radius. Attending funerals/memorials of friends falls under Personal Necessity time.

**Sick leave 5 + Days – Must be accompanied by a doctor's note.

***After serving on Jury Duty; employee must submit a statement from the Jury Commissioner's Office specifying the dates and times served. If an employee receives a check for jury duty service, they should not give the check to the COE, but deposit the check in their own account and make a check payable to the County Superintendent for the amount of the statutory fees received as a juror, excluding mileage fees.

REASON FOR ABSENCE: Please give a brief explanation of absence.

Please sign and date the form. Forward to your Division Assistant/Associate Superintendent for signature on the 18th of the month.

Division Assistant/Associate Superintendent: *Date and sign this form. Forward all copies to the Payroll Department no later than the 19th of the month. If a Personnel Leave Request form is required, please verify it has been submitted by the employee, date and sign it then send it on to the Associate Superintendent of Student and Personnel Services for approval.*

The Payroll Department will process the Attendance Timesheet.