GJUESD CLASSIFIED EMPLOYEE TIME RECORD PAYROLL PERIOD: DECEMBER 21, 2023 THROUGH JANUARY 20, 2024

ABSENCE CODES: 1 - Pers III/Med Appt 5 - Worker's Comp 9 - School Bus. **EMPLOYEE ID:** NAME: 2 - Pers. Necessity POSITION: 6 - Non-Work Day 14 - Jury Duty 3 - Pers. Reason 7 - Comp Time LOCATION: 4 - Vacation 8 - Bereavement **CAFETERIA:** (circle one) <u>CACFP</u> <u>NSLP</u> 15 MIN =0.25 25 MIN = 0.42 35 MIN = 0.58 45 MIN = 0.75 55 MIN = 0.92 5 MIN = 0.08 20 MIN = 0.33 30 MIN = 0.50 10 MIN = 0.17 40 MIN = 0.67 50 MIN = 0.83

* Personal reason leave may not be used before or after a holiday or recess period.

^{*} If you work more than one job classification, work extra or overtime, please record that time on a separate timesheet.

HOURS HOURS ABSENCE FRONTLINE JOB ID # REASONS:	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,									
12/21/23		HOURS	HOURS	ABSENCE	FRONTLINE					
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31 SUNDAY	29	RECESS								
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20 SATURDAY	19									
	20	SATURDAY								

I hereby certify that I have performed the duties as reported herein.

EMPLOYEE SIGNATURE:	DATE:	SUPERVISOR'S APPROVAL:	
***************	********	********	*******
OFFICE USE ONLY:			
FRONTLINE CONFIRMED: ABSEN	CE TRACKING:	RECEIVED DATE:	

^{*} Absence over 5 days need to be reported to Human Resource Department.