

**ACADEMIC
Monthly Absence Report**

**Boalt Hall School of Law
University of California, Berkeley**

Name: _____ Employee ID: _____ Unit: _____
(from new hire paperwork or previous earnings statement)

Time Reporting Period (Month/Year): _____ Appointment %: _____

Day of Month	Vacation Leave Used	Sick Leave Used	Other	Leave Without Pay
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Totals:				

Instructions:

1. Record absences only for full days on which you missed a scheduled day of work. Don't use this form to report partial-day absences.
2. When absent, only report the number of hours you were scheduled to work on that particular day.
3. Calculate the total of hours for each category at the bottom of each column.
4. For an absence report calendar and instructions on where to submit approved documents, go to <http://www.law.berkeley.edu/administration/hr/payroll/>

	Balance 1 st of Mo	Hours Used	Earning Rate	Earned This Mo	Ending Balance	
Vacation Leave						Employee's signature _____ Date _____
Sick Leave						
Other						Supervisor's signature _____ Date _____

For use by Payroll Specialist:					
Cycle	Action	Chartstring/Distribution #	Pay Rate	Hrs/%Time	DOS