Washington County School District
ABSENCE RECORD

This document is retained at the school or office location.
All official records are managed in KRONOS or KASS as described below.

Name_____ Date_____

School or Department_____ FTE_____

Code for Payroll Sheets	Dates Used	Total
V = Vacation		
NC = Non-contract		

Type of Leave	Dates Used	Total
S = Personal Sick Leave		hrs
D = Non-personal Sick Leave		hrs
B = Bereavement**		hrs
P = Personal Leave		hrs
JD = Jury Duty***		hrs
NP = No Pay		hrs
X = Excused (reason)		
--Workshop		hrs
--Student Activities		hrs
-- Funeral Participation		hrs

TOTAL DAYS	

*** State Relationship*
**** Check must be sent to payroll*

Explanation of absences above or other reason:

_____
_____
_____

Employee Signature_____

Signature of Principal/Director_____

Personal Leave: *(Check one)* ☐ First-year teachers will be allowed two days of personal leave, with a payroll deduction
at the current standard District substitute teacher rate.
☐ Beginning with the second year in the District, teachers will be allowed two days of
personal leave at no cost; and two days with a payroll deduction at the current standard
District substitute teacher rate. Any subsequent days will be deducted at full loss of pay.
☐ If the no-cost personal leave days are not used in a contract year, a certified employee may
carry over the no-cost days for use in a subsequent contract year. No more than two no-cost
days may be cumulatively carried over from one year to the next.

Bereavement: Up to five (5) days for family member.

Official absence records must be reported as follows:
- All classroom teachers, school assigned Special Education teachers, and school located teacher specialists must report absences in the KASS system.
- Administrators, counselors, speech and language pathologists, nurses, therapists, Special Education specialists assigned to the District, staff developers assigned to the District, teacher specialists assigned to the District, and ALL classified employees must report absences in KRONOS.