

# Golden Hills School Division No. 75 Staff Absence/Pay Exception Report



Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ For the Month of: \_\_\_\_\_

**Absences:**

Start Date	End Date	Total Days Absent	Reason (see below)	Comments (if needed)

Reasons:  
*P = Personal Leave; C = Compassionate Leave; S = Sick Leave; V = Annual Vacation; L = Lieu Time; F = Flex; O = Other (include explanation)*

**Overtime (OT)/Extra Time (ET):**

Date	OT/ET	Indicate (P)ay or (L)ieu	Reason for OT/ET
<b>Total</b>			

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature