

Tigard Tualatin School District 23

10 12 Month Timesheet

EEID # _____

Name _____

Location _____

Date From _____ Date To _____

Leave Codes: Enter letter representing Leave Code used #’s next to leave codes represent #’s used in Aesop

S(1)=Sick Leave BV(2)=Bereavement JD(3)=Jury Duty P(4)=Personal Leave
 LWOP(5)=Leave Without Pay SL(6)=School Leave V(8)=Vacation C(9)=COMP

Date	Record Absences		# of Hrs Worked Above Schedule		To be Completed by Employee						Comp Time	
	Day of Month	Leave Code (enter letter)	# of Hours Absent	# Paid Hours	# Comp Hours	Sick Leave Used	Vacation Used	School Leave Used	Personal Leave Used	LWOP Used		Other Leaves Used
8												Beginning Balance _____ Added + _____ Used - _____ Ending Balance _____
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Totals												