

# FAIRBANKS NATIVE ASSOCIATION

## ABSENCE REPORT

<b>Employee Section</b>				
Name of Employee _____				
Soc.Sec.No. _____		Dept _____		
Start Date	End Date	Hours Absent	Code	Circle one
_____	_____	_____	_____	Approved/Unapproved
_____	_____	_____	_____	Approved/Unapproved
_____	_____	_____	_____	Approved/Unapproved
_____	_____	_____	_____	Approved/Unapproved
_____	_____	_____	_____	Approved/Unapproved
(Please do not have form cross payperiods)				
Employee Signature _____				Date _____
<b>REASON FOR ABSENCE (w/code):</b>				
<input type="checkbox"/> Vacation (1) <input type="checkbox"/> Injury on job (6) <input type="checkbox"/> Jury duty (8)* <input type="checkbox"/> Sick (illness in family,2) <input type="checkbox"/> Leave without Pay (LWOP,7) <input type="checkbox"/> Bereavement Leave (9)* <input type="checkbox"/> Sick (personal illness,3) <input type="checkbox"/> Military duty (10)* <input type="checkbox"/> Medical Appointment (circle one: doctor,4/dentist,5) <input type="checkbox"/> Other (11), _____				
*Refer to policy				
<b>Supervisor Section</b>				
CALL IN BY: <input type="checkbox"/> Employee <input type="checkbox"/> Other _____				
(Should be in emergency cases only)				
DATE/TIME CALLED IN: _____				
<u>Pick one</u> <input type="checkbox"/> Scheduled <input type="checkbox"/> Unscheduled	And	<u>Pick one</u> <input type="checkbox"/> Approved <input type="checkbox"/> Unapproved (not paid)		
( ) Late (show # of minutes late) _____				
Person receiving phone call: _____				Date _____
Supervisors Signature _____				Date _____

This form is required for **all** absences. Accrual begins at the start of regular full-time/regular part-time employment. RFT and RPT employees are eligible to use PTO after 90 days of employment.  
**Documentation attachment required** (Dr's notes, jury duty notices, family member obituaries, military slips, etc.)  
 Employees will be required to use all but 40 hours of PTO leave for Family Medical Leave (FMLA) prior to LWOP.  
 FNA reserves the right to determine when the employee actually takes vacations, personal leave, and LWOP.