

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY

Professional/Classified Attendance Exception Report

Name		Pay Pd. Ending:						Dept. Name	
		Generated I.D. No.							
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Week 1 (Dates)									
Regular									0
Sick (SCK)									0
Vacation (VAC)									0
Personal (PER)									0
Comp Accrued (CPA)									0
Comp Used (CPU)									0
Other*(see below) OJI									0
Overtime									0
Total		0	0	0	0	0	0	0	0
Week 2 (Dates)									
Regular									0
Sick (SCK)									0
Vacation (VAC)									0
Personal (PER)									0
Comp Accrued (CPA)									0
Comp Used (CPU)									0
Other*(see below) OJI									0
Overtime									0
Total		0	0	0	0	0	0	0	0

Employee's Signature	Date	Supervisor's Signature	Date

Supervisor's signature verifies the accuracy of the information and authorizes payment

1. To report absence only - write the number of hours opposite the appropriate category of leave. Use **other codes** below, when necessary. **Only exceptions to standard work week need to be recorded.**

2. To report overtime - **complete the entire form,** including the total number of hours worked each day.

***Other Codes (indicate code on form):**

DTH - Bereavement (state relationship)

FAM - Illness in Family (state relationship)

DOC - Authorized/Unauthorized Leave

OJI - On the Job Injury

REH - Religious Holiday

LEG - Leg Summons (attach summons)

MIL - Military Leave