California State University, East Bay

ABSENCE AND ADDITIONAL TIME WORKED REPORT

☐ 4XDOLI\ ☐ 0XOWLSOH 3RVLWLRQV
☐ 1RQ 4XDOLI\ See reverse

☐ REVISION
5HSODFHV ☐ 17
SUHYLRXV UHSRUWV IRU
WKLV SD\ SHULRG

TIME BASE
☐ 17
IUDFWLRQ

FLSA
☐ ([HPSW
☐ 1RQ([HPSW

CBID

1DPH (First)	(MI)	(Last)	3HRSOH6RIW (P	5HF	8QLW

Refer to instructions on reverse to complete this report

Absences With Pay

- ☐ 6/ 6LFN /HDYH 6HOI
- ☐ 6/ 6LFN OHDYH)DPLO\ LQGLFL
- ☐ 6/%/ 6LFN /HDYH ([WHQGHG %HU
  5HODWLRQVKLS
- ☐)/)XQHUDO /HDYH
  5HODWLRQVKLS
- ☐ 9$ 9DFDWLRQ
- ☐ &7 &RPSHQVDWRU\ 7LPH 2II
- ☐ 3+ 3HUVRQDO +RLGD\
- ☐ $'0/ 033 3DLG $GPLQLVWUDW
- ☐ (0 (PHUJHQF\ 0LOLWDU\ /HDYH
- ☐ 0/ 0LOLWDU\ /HDYH &RQWLQXH
- ☐ -' -XU\ 'XW\
- ☐ 6: 6XESRHQDHG :LWQHVV
- ☐ 87 8QLRQ 7LPH
  ☐ FKHFN 8QLRQ 7LPH LV UHLPEXUVHG
- ☐ 03 0DWHUQLW\ &DW &RPSDW &RUE &RQJ +RLGD\ &UHGLW
- ☐ &2 &RUE &RQJ +RLGD\ &UHGLW

ADO/Holiday Credit/CTO/Shift Differential

- ☐ $'2 $OWHUQDWH 'D\ 2II &68(8 $3& 6(7
- ☐ +& +RLGD\ &UHGLW 3K\VLFLDQV 3RO
- ☐ &72 3&RPSHQVDWRU\ 7LPH 2II (DUQHG DW
- ☐ &72 6&RPSHQVDWRU\ 7LPH 2II (DUQHG DW

Absences Without Pay

- ☐ $$EVHQFH ZLWKRXW 3D\
  $:2/ 8QDSSURYHG $EVHQFH
- ☐ /,QIRUPDO /HDYH ZLWKRXW 3D\

Refer to the CSU East Bay Payroll website (http://www.csueastbay.edu/payroll) for CSU Paydays, Staff and Faculty calendars and Holiday Schedule

Alternate Work Schedule - Excess Hours Calculation

GD\ SS KUV GD\ SS KU
WLPHEDVH
WLPHEDVH
$FWXDO 6FKHGXOHG +RXUV
IURP ,UUHJXODU :RUN 6FKHGXOH EHORZ
☐ (+ ([FHVV +UV 8VHG
☐ (+ ([FHVV +UV (DUQHG

,QFOXGH DOO GDWHV LQ SD\ SHULRG VHW 6WDWH 3D\ 3HULRG 6FKHGXOH (PSOR\HHV ZRUNLQJ ,UUHJXODU

3D\ 3HU 'DWHV	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	727$/ +2856
,UUHJXOD 6FKHG																																		
Absences with Pay																																		
6/																																		6/
6/																																		6/
6/%/																																		6/%/
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9$																																		9$
&7																																		&7
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6:																																		6:
87																																		87
03																																		03
+&																																		+&
$'0/																																		$'0/
Absences without Pay																																		
$																																		$
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Alternate Day Off, Holiday Credit, and CTO																																		
$'2																																		$'2
+&																																		+&
&72 3																																		&72 3
&72 6																																		&72 6
2WKHU																																		
/HDYHV																																		
',6%/9																																		',6%/9
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	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	727$/ +2856

☐ 0HGLFDO $SSRLQWPHQW ☐ &RPSDW $SSRLQWPHQW
&RPPHQWV DQG IDPLO\ UHODWLRQVKLS ZKHQ XVLQJ 6LFN /HDYH)DPLO\

To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements. I understand substantiation shall be required for leave usage in accordance with current Bargaining Unit Contracts and/or CSU Policies.

I approve the use and/or overtime as indicated above. I understand substantiation shall be required and attached in accordance with current Bargaining Unit Contracts and/or CSU Policies.

Payroll Use Only

(PSOR\HH 6LJQDWXUH 'DWH

6XSHUYLVRU 6LJQDWXUH 'DWH

'DWH (QWHUH

5HY 2.1.19