



# Everett Public Schools Payroll Absence Verification Form

Please Print in Ink

Employee ID#	Last Name	First Name	Middle I.	Location No.
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Please indicate your job classification: \_\_\_\_\_ (i.e., Teacher, Custodian, ParaEd, Office Personnel)

☐ **Section A – Special Absence Confirmation:** Check this box and identify below your absence that was recorded in SEMS, either on computer or by telephone. These leave types require additional backup documentation.

I am confirming my date of absence on \_\_\_\_\_ with the additional information listed below.  
(date of absence)

- ☐ L & I Leave – specify date of injury \_\_\_\_\_
- ☐ Bereavement – specify relationship \_\_\_\_\_
- ☐ Military Leave – Government orders must be attached.
- ☐ Jury Duty – Summons or subpoena must be attached.
- ☐ Court Appearance – Summons or subpoena must be attached.

☐ **Section B – Original Submission:** Check this box only if your absence was not recorded in SEMS, either on computer or by telephone. Complete Section D with the appropriate Date, Reason Code and Hours.

☐ **Section C – Revision:** Check this box if leave previously recorded needs to be modified. Complete Section D with the appropriate Date, Reason Code and Hours.

**Section D – Reason Codes and Descriptions:**

Date of Absence	Reason Code Number	Hour(s)

**Certificated and Classified:**

- 101 Sick Leave  
110 Emergency Leave  
112 Leave Without Pay  
201 Vacation

**Certificated Only:**

- 151 IEP Release Days  
409 Family Illness – specify relationship \_\_\_\_\_  
428 Personal Leave/Birth of Child  
429 Personal Leave/Adoption of Child  
430 Personal Leave/Funeral (For death not covered by Bereavement Leave provision)  
431 Personal Day

**Classified Only:**

- 100 Family Illness – specify relationship \_\_\_\_\_  
420 Personal Leave (Will be deducted from Sick Leave)  
425 Personal Leave (EAEOP only, with 5 years of service – NOT deducted from sick leave)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion, please return to the Payroll Department.**