THE SCHOOL DISTRICT OF PHILADELPHIA
RECORD OF PERSONNEL ABSENCES --- SEH-90

NAME	CLASSIFICATION TITLE
SCHOOL OR ACTIVITY	EIDN

CALENDAR 2019 - 2020 — PAYROLL PERIOD TOTALS

PAYROLL PERIOD DATES	S	S	M	T	W	T	F	S	S	M	T	W	T	F	(1) Personal (04)	(2) Personal (01)**	(3) All Other *	(4) Total Absences (Cols. 1+2+3)	(5) Vacation (02)**
JUN. 22 – JUL. 5	22	23	24	25	26	27	28	29	30	1	2	3	4 Indpndce. Day	5					
JUL. 6 – JUL. 19	6	7	8	9	10	11	12	13	14	15	16	17	18	19					
JUL. 20 – AUG. 2	20	21	22	23	24	25	26	27	28	29	30	31	1	2					
AUG. 3 – AUG. 16	3	4	5	6	7	8	9	10	11	12	13	14	15	16					
AUG. 17 – AUG. 30	17	18	19	20	21	22	23	24	25	(26)	27	28	29	30					
AUG. 31 – SEPT. 13	31	1	2 Labor Day	3	4	5	6	7	8	9	10	11	12	13					
SEPT.14 – SEPT. 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27					
SEPT. 28 – OCT. 11	28	29	30 Rosh Hashanah	1	2	3	4	5	6	7	8	9 Yom Kippur	10	11					
OCT. 12 – OCT. 25	12	13	14	15	16	17	18	19	20	21	22	23	24	25					
OCT. 26 – NOV. 8	26	27	28	29	30	31	1	2	3	4	5 Election Day	6	7	8					
NOV. 9 – NOV. 22	9	10	11 Veteran's Day	12	13	14	15	16	17	18	19	20	21	22					
NOV. 23 – DEC. 6	23	24	25	26	27	28 Thanks	29 giving	30	1	2	3	4	5	6					
DEC. 7 – DEC. 20	7	8	9	10	11	12	13	14	15	16	17	18	19	20					
DEC. 21 – JAN. 3	21	22	23 PD	24 Winter Recess	25 Winter Recess	26 Winter Recess	27 Winter Recess	28	29	30 Winter Recess	31 Winter Recess	1 New Year's Day	2	3					
JAN. 4 – JAN 17	4	5	6	7	8	9	10	11	12	13	14	15	16	17					
JAN. 18 – JAN. 31	18	19	20 MLK Day	21	22	23	24	25	26	27	28	29	30	31					
FEB. 1 – FEB. 14	1	2	3	4	5	6	7	8	9	10	11	12	13	14					
FEB. 15 – FEB. 28	15	16	17 President's Day	18	19	20	21	22	23	24	25	26	27	28					
FEB. 29 – MAR. 13	29	1	2	3	4	5	6	7	8	9	10	11	12	13					
MAR. 14 – MAR. 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27					
MAR. 28 – APR. 10	28	29	30	31	1	2	3	4	5	6 Spring Recess	7 Spring Recess	8 Spring Recess	9 Spring Recess	10 Good Friday					
APR. 11 – APR. 24	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
APR. 25 – MAY 8	25	26	27	28 Election Day	29	30	1	2	3	4	5	6	7	8					
MAY 9 – MAY 22	9	10	11	12	13	14	15	16	17	18	19	20	21	22					
MAY 23 – JUN. 5	23	24	25 Memorial Day	26	27	28	29	30	31	1	2	3	4	5					
JUN. 6 – JUN. 19	6	7	8	9	10	11	12	13	14	(15)	16	17	18	19					
ANNUAL TOTALS																			

Absence Codes
01 -- Personal Leave
02 -- Vacation
04 -- Personal Illness
31 -- Illness in Family

* -- Other Absence (Use codes listed on Time & Attendance Report. If additional explanation is

Calendar Legend
Holiday - schools and offices closed
Schools closed for recess

REMARKS:

** -- See reverse side for Leave Computation

necessary, specify in REMARKS)

\# First Day/Last Day of

THE SCHOOL DISTRICT OF PHILADELPHIA

DIRECTIONS FOR COMPLETING FORM SEH-90
"RECORD OF PERSONNEL ABSENCES"

1. **General**
   Maintain in an active file one of these forms for each employee appearing on the Attendance Report for your payroll location. Enter all identifying information requested at the top of the form. When an employee starts work at your payroll location, place an asterisk in the space for his or her first workday. Enter that date and a brief explanation (e.g., transferred from Sayre, returned from maternity leave, began work) in the Remarks section. Similarly, when an employee leaves your payroll location, place an asterisk in the workday following his last day of work. Enter the date in the space containing the asterisk and a brief explanation in the Remarks section.

2. **Absence Codes**
   Appropriate absence codes must be posted to the SEH - 90 on a daily basis from the appropriate authorized documents for this purpose. Enter the appropriate absence code as listed on the Time and Attendance Report or the Daily Time Report in the space provided for each workday that an employee is not at work. If an additional explanation is necessary, specify the reason for the absence and the date it occurred in the Remarks section. When an employee is absent and the cause of the absence is unknown, place a circle in the space for that workday. When the cause of absence is learned, enter its appropriate code in the circle. If an employee is absent for half a day, draw a horizontal line through the space for that workday. Enter the absence code above the line if the absence occurred in the morning and below the line if it occurred in the afternoon.

3. **Payroll Period Totals**
   Enter the total number of days of personal illness for each employee in column (1), Personal Illness (04), at the close of each payroll period. Repeat for other types of absences in columns (2) and (3). Add the figures in columns (1), (2), and (3) and enter the total in column (4), Total Absences. Enter the total number of days of vacation for each employee in column (5), Vacation (02), at the close of each payroll period.

4. Remove from your active file all forms SEH 90 - RECORD OF PERSONNEL ABSENCES for persons no longer on your payroll, following completion of step 3. If the employee is transferring to another payroll location, forward the form to that location. If the employee is terminating his employment with the School District, place the form in an active file and retain for at least four years.

5. **Annual Totals**
   Complete Annual Totals section on last workday of last payroll period shown on form. Also complete the Leave Computations in the space below at the bottom of form. Annual Totals section should be completed even though an employee appeared on your Attendance Report for less than the entire year. Enter the sum of all figures in column (1) in the Annual Totals section. Repeat for columns (2), (3), (4), and (5).

6. Remove from your active file all forms SEH - 90 - RECORD OF PERSONNEL ABSENCES for every employee following completion of step 5 above. Place these forms in an inactive file and retain for at least four years.

LEAVE COMPUTATIONS	VACATION	PERSONAL LEAVE
Balance Brought Forward		
+ Earned 2019 - 2020		
− Used 2019 - 2020		
Balance		

Remarks (continued) _____

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