

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

NAME	CLASSIFICATION TITLE
SCHOOL OR ACTIVITY	SOCIAL SECURITY NUMBER

PAYROLL PERIOD DATES	CALENDAR 2017 - 2018														PAYROLL PERIOD TOTALS				
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	(1) Personal Illness (04)	(2) Personal Leave (01)**	(3) All Other Absences *	(4) Total Absences (Cols. 1+2+3)	(5) Vacation (02) **
JUNE 24 - JULY 7	24	25	26	27	28	29	30	1	2	3	4 July	5	6	7					
JULY 8 - JULY 21	8	9	10	11	12	13	14	15	16	17	18	19	20	21					
JULY 22 - AUG. 4	22	23	24	25	26	27	28	29	30	31	1	2	3	4					
AUG. 5 - AUG. 18	5	6	7	8	9	10	11	12	13	14	15	16	17	18					
AUG. 19 - SEPT. 1	19	20	21	22	23	24	25	26	27	28	29	30	31	1					
SEPT. 2 - SEPT. 15	2	3	4 Labor Day	5	6	7	8	9	10	11	12	13	14	15					
SEPT. 16 - SEPT. 29	16	17	18	19	20	21 Rosh	22 Hash	23	24	25	26	27	28	29					
SEPT. 30 - OCT. 13	30	1	2	3	4	5	6	7	8	9	10	11	12	13					
OCT. 14 - OCT. 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27					
OCT. 28 - NOV. 9	28	29	30	31	1	2	3	4	5	6	7 Election	8	9	10 Veterans'					
NOV. 11 - NOV. 22	11	12	13	14	15	16	17	18	19	20	21	22	23 Thanks	24 giving					
NOV. 25 - DEC. 8	25	26	27	28	29	30	1	2	3	4	5	6	7	8					
DEC. 9 - DEC. 22	9	10	11	12	13	14	15	16	17	18	19	20	21	22					
DEC. 23 - JAN. 5	23	24	25 Winter Recess	26 Winter Recess	27 Winter Recess	28 Winter Recess	29 Winter Recess	30	31	1 Jan	2	3	4	5					
JAN. 6 - JAN. 19	6	7	8	9	10	11	12	13	14	15 MLK	16	17	18	19					
JAN. 20 - FEB. 2	20	21	22	23	24	25	26	27	28	29	30	31	1	2					
FEB. 3 - FEB. 16	3	4	5	6	7	8	9	10	11	12	13	14	15	16					
FEB. 17 - MAR. 2	17	18	19 Prsdnt.	20	21	22	23	24	25	26	27	28	1	2					
MAR. 3 - MAR. 16	3	4	5	6	7	8	9	10	11	12	13	14	15	16					
MAR. 17 - MAR. 30	17	18	19	20	21	22	23	24	25	26	27	28	29 Spring Rec	30 Good Fri					
MAR. 31 - APRIL 13	31	1	2 Spring Recess	3	4	5	6	7	8	9	10	11	12	13					
APRIL 14 - APRIL 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27					
APRIL 28 - MAY 11	28	29	30	1	2	3	4	5	6	7	8	9	10	11					
MAY 12 - MAY 25	12	13	14	15 Election	16	17	18	19	20	21	22	23	24	25					
MAY 26 - JUNE 8	26	27	28 Memorial Day	29	30	31	1	2	3	4	5	6	7	8					
JUNE 9 - JUNE 22	9	10	11	12 12	13	14	15	16	17	18	19	20	21	22					

<p>Absence Codes</p> <p>01 -- Personal Leave 02 -- Vacation 04 -- Personal Illness 31 -- Illness in Family ** -- See reverse side for Leave Computation</p> <p>* -- Other Absence (Use codes listed on Time & Attendance Report. If additional explanation is necessary, specify in REMARKS.)</p>	<p>Calendar Legend</p> <p>☐ Holiday - schools and offices closed</p> <p>☐ Schools closed for recess</p> <p>Ⓝ First Day/Last Day of school</p>	<p>ANNUAL TOTALS</p> <p>REMARKS:</p>
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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 2005 - 2006		
- Used 2005 - 2006		
Balance		

Remarks (continued) _____
