Substitute Employee Management System (SEMS) Time and Leave Correction (TLC) Form for Administrators, Teachers, and Nurses

Instructions: Use the TLC Form to report and adjustments to previously reported SEMS absences. Absences should be reported in Fifteen Minute increments. (0.15 = 15 minutes; 0.30 = 30 minutes) Teachers and nurses are scheduled to work a 6 hour 30 minute day (6:30). Administrators are scheduled to work a 7 hour 30 minute day (7:30) E-mail the completed form to your payroll clerk at the end of each pay period. Print a copy for your records. Be sure it is signed.

<table>
<thead>
<tr>
<th>PAY PERIOD END DATE</th>
<th>EMPLOYEE'S SOCIAL SECURITY NUMBER (A.T. or N)</th>
<th>PRINT EMPLOYEE’S NAME</th>
<th>PREVIOUSLY REPORTED ABSENCE</th>
<th>NEW OR CORRECTED ABSENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CODE*</td>
<td>HRS</td>
</tr>
</tbody>
</table>

*Absence codes: 1 or A = Personal Illness, 2 or B = Illness in the Family, 3 or C = Vacation, 4 or D = Urgent Business, 5 or F = Religious Holiday, 6 or G = Death in Family, 7 or K = Legal Summons, 8 or L = Other Board Business, 9 = Other BOE Business/LDPR Required, 10 or J = Workers’ Compensation, 12 or R = Military Leave, 13 or M = Unapproved/Unpaid, 50 = IEP Coverage, 51 = Local School Staff Development, 52 = Field Trip

School and Location Number

Signature of Person Completing this Form

Phone

Signature and Title of Administrator

Date