

**LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Classified Employment Services**

UNAUTHORIZED ABSENCE WORKSHEET

SECTION I – INFORMATION FURNISHED BY WORK LOCATION		DATE:
EMPLOYEE NAME:		EMPLOYEE NO.:
ADDRESS:		TELEPHONE:
CITY/STATE:	ZIP CODE:	ALT. TELEPHONE:
CLASSIFICATION TITLE AND CODE:		
WORK LOCATION TITLE AND CODE:		

Last day in paid status:	How was the employee's last day in paid status time-reported (e.g. VA, IL, PN)?
Did employee fail to return from a formal illness or industrial leave of absence? Yes * No *	
Date of last contact with employee:	Substance of the conversation:

PERSON REQUESTING LETTER: (Name, Title, Location and Telephone No.)
PERSON SUPPLYING INFORMATION: (Name, Title, Location and Telephone No.)

SECTION II – TO BE COMPLETED BY CLASSIFIED EMPLOYMENT SERVICES	
INFORMATION VERIFIED BY:	
EMPLOYEE'S ADDRESS IN SAP:	
CURRENT LEAVE ON FILE? YES * NO *	LEAVE ENDING DATE:
ADDITIONAL INFORMATION:	

Employee is absent without authorization. A resignation should be processed. Sent AWOA letter *	Employee is absent without leave. A dismissal action should be processed. Send AWOL letter *
DATE LETTER SENT:	

PC5096