PACIFIC GROVE UNIFIED SCHOOL DISTRICT
SCHOOL SITE

_____

(Name of School)

EMPLOYEE OFF CAMPUS INFORMATION SHEET

Occasions arise when an employee must leave campus during their regularly scheduled workday. To help maintain safety for all District employees, upon administrative approval of off campus absence during your regular workday, please fully complete the information below.

Examples of absence reasons: School Business (SB), Personal Necessity (PN), Illness (IL)

DATE	Employee Name	SB Location	PN	IL	Time Out	Time In	Initial
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Sites: Please return this form to the District Office with monthly attendance forms.