

Report of Absence without Pay (Notice of Dock)

INSTRUCTIONS: This form should be used when the employee has exhausted all available leave credit options. Please complete and return this form to the Payroll and Benefits Office at payroll@sonoma.edu. Questions may be directed to 707-664-2793.

- Forms are due by the 18th of the month for docks that occur in the current month, if known
- If the dock situation is revealed after the 18th of the month, complete and return the form as soon as the dock is discovered. Forms received after the 18th of the month may result in an accounts receivable, which must be collected from the employee
- List the individual dates, total hours, and detailed reason for the absence
- If the employee is docked more than 11 days in one pay period, the employee shall not be entitled to accruals for sick leave, vacation leave, and state service credit for the pay period
- If an employee is on an unpaid absence of one full workday or more, a formal Request for Leave is required to accompany this form
- Unpaid absences may affect benefit coverage

Name of Employee

Employee ID #

Pay Period

Date of Absence	Total Hours	Explain in detail the Reason for the Absence

Signature: Senior Administrator, President,
Vice President, or School Dean

Signature: Reviewed by Payroll and Benefits

Date

Phone

Date

Phone