

## Report of Absence Without Pay (Notice of Dock)

## Instructions:

Date

Phone

- 1. Please complete and return this form to the Payroll & Benefits Office by the 18th of the month if you are aware of a dock situation
- 2. If the dock situation is revealed after the 18th of the month, complete and return the form along with your monthly attendance. Forms received after the 18th of the month will result in an accounts receivable, which will be collected from the employee's next available pay warrant
- 3. List the individual dates, total hours, and reason for the absence
- 4. 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
- 5. In addition, 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. You may obtain the Request for Leave form from Payroll and Benefits, http://www.sonoma.edu/hs/payroll/leaves/leaves.shtml
- 6. If the provisions of the Memorandum of Understanding (MOU) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the MOU shall supercede the above
- 7. Unpaid absences may affect benefit coverage

Name of Employee	Employee ID #	Last 4 digits of SSN
Position Number	Time Base	Pay Period
Date of Absence	Total Hours	Explain in detail the Reason for Absence

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