

**Lebanon Community Unit School District #9**  
**200 West Schuetz Street**  
**Lebanon, IL 62254-1570**

***Time/Attendance Record***

Employee/Dept \_\_\_\_\_

Payroll Period: From \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_

(Payroll periods are from the 11<sup>th</sup> through the 25<sup>th</sup> and the 26<sup>th</sup> through the 10<sup>th</sup> of each month)

Job Description	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th		Total Hrs
	26th	27th	28th	29th	30th	31st	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	

**CODES:**

H – Holiday

S – Sick

V – Vacation

J – Jury duty

P – Personal

O – Other

W – Workshop

B - Bereavement

L – Leave without pay

\_\_\_\_\_  
Principal/Supervisor Signature