Name:_____ School:_____

(Last, First)

School Year: 20____ - 20____

SOUTHEASTERN CALIFORNIA CONFERENCE

EMPLOYEE ATTENDANCE RECORD

PAID LEAVE SUMMARY:

Beginning bank	_____
Earned in year	_____
Used this year	_____
Closing bank	_____

VACATION:

Beginning	_____
Earned	_____
Used	_____
Unused	_____

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	*M	*P	*F	B	D	J	L	V
JULY																																							
AUG																																							
SEPT																																							
OCT																																							
NOV																																							
DEC																																							
JAN																																							
FEB																																							
MAR																																							
APRIL																																							
MAY																																							
JUNE																																							
Yearly Totals:																																							

ADDITIONAL COMMENTS:

LEGEND:

- ***M = Medical Leave (paid - deducted)**
- ***P = Personal Leave Paid (2 days - deducted)**
- ***F = Family Medical (5 days paid - deducted)**
- **B = Birth Adoption Leave (up to 5 days paid - not deducted)**
- **D = Bereavement Leave (3 days paid - not deducted)**
- **J = Jury Duty (10 days paid - not deducted)**
- **L = Personal Leave (unpaid)**
- **V = Vacation**

(*deduct from paid leave)

Name of person responsible for keeping record:

_____

Signature of employee after review:

_____