

Name: _____
(Last, First)

School: _____

School Year: 20____ - 20____

SOUTHEASTERN CALIFORNIA CONFERENCE EMPLOYEE ATTENDANCE RECORD

SHORT TERM SUMMARY:	Beginning bank: _____
	Used this year: _____
	Closing bank: _____

LONG TERM SUMMARY:	Beginning bank: _____
	Used this year: _____
	Transfer days: _____
	Closing bank: _____

VACATION:	Beginning bank: _____
	Used this year: _____
	Closing bank: _____

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	S	F	SL	FM	B	P	UP	V			
JULY																																										
AUG																																										
SEPT																																										
OCT																																										
NOV																																										
DEC																																										
JAN																																										
FEB																																										
MAR																																										
APRIL																																										
MAY																																										
JUNE																																										

ADDITIONAL COMMENTS:

		Yearly Totals:								
		Short & Long Term Totals:								

Short Term Long Term

LEGEND:

Short Term (\leq 3 consecutive days):
 S = Sick leave (deducted)
 F = Family Medical (up to 6 days paid - deducted)

Long Term ($>$ 3 consecutive days):
 SL = Sick leave (deducted)
 FM = Family Medical (up to 15 days paid - deducted)

Other leaves:
 A = Adoption Leave (up to 5 days paid - not deducted)
 B = Bereavement Leave (up to 5 days paid - not deducted)
 J = Jury Duty (not deducted)
 P = Personal Leave (up to 2 days - not deducted)
 UP = Unpaid
 PR = Professional Leave (not deducted)
 V = Vacation (12 month employee only) deducted

Name of person responsible for keeping record:

Signature of employee after review:
