

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: \_\_\_\_\_

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			
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: