Name:_____ School:_____

(Last, First)

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																																							
Yearly Totals:																																							
Short & Long Term Totals:																																							
																																Short Term		Long Term					

ADDITIONAL COMMENTS:

LEGEND:

Short Term (≤ 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:

_____