

Name: _____ School: _____ School Year: _____
(Last Name, First Name)

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	SL	FM	B	P	UP			
JUL																																								
AUG																																								
SEP																																								
OCT																																								
NOV																																								
DEC																																								
JAN																																								
FEB																																								
MAR																																								
APR																																								
MAY																																								
JUN																																								
ADDITIONAL COMMENTS:																												Yearly Totals:												
																												Short- & Long-Term Totals:												
																												ST	LT											

LEGEND:
 Short Term Employee or Family (≤ 3 consecutive days :
 S = Sick leave (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: _____