

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:

\_\_\_\_\_