



PROFESSIONAL TIME RECORD

TO: BUSINESS OFFICE  
 FROM: \_\_\_\_\_ (please print)  
 SUBJECT: PROFESSIONAL SERVICE RECORD OF ATTENDANCE FOR MONTH OF \_\_\_\_\_

- No chargeable absence
- Charge absence(s) as follows:
- Report 1 day for each whole workday of absence. Absences should be reported for each day that you were unavailable for work, irrespective of your class schedule.
  - Report 3/4, 1/2 or 1/4 day for partial absence on a given day.
  - Sick leave used for family illness is limited to 30 days per calendar year.

DATES CHARGEABLE								
ANNUAL LEAVE*		SICK LEAVE				HOLIDAY*		
FULL DAYS	PARTIAL DAYS (indicate fraction)	FULL DAYS		PARTIAL DAYS (indicate fraction)		REGULAR HOLIDAY		FLOATING HOLIDAY
		Personal	Family	Personal	Family	Full Days	Partial Days	Full Days Only

ACCRUAL SUMMARY	ANNUAL LEAVE * <sup>1</sup>	SICK LEAVE	HOLIDAY*	
			REGULAR	FLOATING <sup>2</sup>
Balance Beginning of Month				
Time Used During Month				
SUBTOTAL				
Time Earned				
BALANCE: End of Month				

<sup>1</sup> Balance effective Jan. 1 must not exceed 40 days.  
<sup>2</sup> Must be used in full-day units.  
 \* Not applicable to faculty.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ (4/2008)