

MARCH

2009

Print Name

SUFFOLK COUNTY COMMUNITY COLLEGE
ATTENDANCE RECORD

| MON. | TUES. | WED. | THURS. | FRI. |
|------|-------|------|--------|------|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

INSTRUCTIONS:

Initial proper space for each day present. If not present, indicate reason from list below.

If absent from duties for any reason, write appropriate symbol in the proper space.

A = ACAD. CHAIRS/ 2ND CLASS/ FEWER HOURS

B = BEREAVEMENT

E = ENRICHMENT

F = FLEX

H = HOLIDAY

J = JURY DUTY

N = NO DUTIES SCHEDULED

P = PERSONAL DAYS

S = SICK DAYS

T = OFF CAMPUS ON AUTHORIZED COLLEGE BUSINESS

U = UNSCHEDULED HOLIDAYS

V = VACATION DAYS (12-Month Personnel Only)

At the end of the month, sign on the line below and return completed card to your supervisor for signature.

SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

APRIL

2009

Print Name

SUFFOLK COUNTY COMMUNITY COLLEGE
ATTENDANCE RECORD

| MON. | TUES. | WED. | THURS. | FRI. |
|------|-------|------|--------|------|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

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