

SUFFOLK COUNTY COMMUNITY COLLEGE
ATTENDANCE RECORD

MON.	TUES.	WED.	THURS.	FRI.
3	4	5	6	7
10	11*H	12	13	14
17	18	19	20	21
24	25	26	27*H	28*H

MON.	TUES.	WED.	THURS.	FRI.
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25*H	26
29	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

N = NO DUTIES SCHEDULED

E = ENRICHMENT

P = PERSONAL DAYS

F = FLEX

S = SICK DAYS

H = HOLIDAY

T = OFF CAMPUS ON AUTHORIZED COLLEGE BUSINESS

J = JURY DUTY

U = UNSCHEDULED HOLIDAYS

V = VACATION DAYS (12-Month Personnel Only)

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

SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE