

\_\_\_\_\_  
*Print Name*

SUFFOLK COUNTY COMMUNITY COLLEGE  
ATTENDANCE RECORD

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

**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/ 2<sup>ND</sup> 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