
Print Name

SUFFOLK COUNTY COMMUNITY COLLEGE
ATTENDANCE RECORD

MON.	TUES.	WED.	THURS.	FRI.
	1	2	3	4
7H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28H	29	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/ 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