JANUARY ***2011***

Print Name _____

Dept/Org Code _____

Dept or Org Code is noted in your electronic leave report, For example, A11001 is Ammerman Campus English, A12407 is Ammerman Campus Psychology.

SUFFOLK COMMUNITY COLLEGE ATTENDANCE RECORD

MON.	TUES.	WED.	THURS.	FRI.
3	**4**	**5**	**6**	**7**
10	**11**	**12**	**13**	**14**
17-H	**18**	**19**	**20**	**21**
24	**25**	**26**	**27**	**28**
31				

INSTRUCTIONS:
Initial proper space for each day present.

If you used any of your allotted accruals, please indicate using the letter designation from this list: Verify that your have enough days to cover to avoid being docked. Accrual balances are posted in your employee profie in MYSCCC.
N = NO DUTIES SCHEDULED – Librarians, Counselors, and 10 month Coordinators only
P = PERSONAL DAYS
S = SICK DAYS
U = UNSCHEDULED HOLIDAYS – 12 month Faculty, 12 month Guild, PAs, and 12 month Coordinators
V = VACATION DAYS (12-Month Personnel Only)

As soon as possible, sign on the line below and return completed form to your supervisor for signature. Send completed form to Human Resources, NFL 124.

_____ _____
SIGNATURE DATE

_____ _____
SUPERVISOR'S SIGNATURE DATE