OCTOBER ***2010***

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Print Name

SUFFOLK COUNTY COMMUNITY COLLEGE ATTENDANCE RECORD

MON.	TUES.	WED.	THURS.	FRI.
				1
4	**5**	**6**	**7**	**8**
11	**12**	**13**	**14**	**15**
18	**19**	**20**	**21**	**22**
25	**26**	**27**	**28**	**29**

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