

NAME _____ FACULTY SUPERVISOR _____

DEPARTMENT _____

JULY 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2008						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2009						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2009						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2009						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2009						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2009						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2009						
Sun	Mon	Tu	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

VACATION DAYS			
	Days Accrued	Days Used	Ending Balance
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SICK DAYS		
Days Accrued	Days Used	Ending Balance

* VACATION TIME MAY BE CARRIED FORWARD FROM PREVIOUS YEAR WITH UNDERSTANDING THAT ALL TIME MUST BE USED BEFORE APPOINTMENT EXPIRES. ACADEMIC APPOINTEES WILL NOT BE PAID FOR UNUSED VACATION TIME.

Personal Days - Dates Taken

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ATTENDANCE RECORD NOTES

July 1, 2008 – June 30, 2009

VACATION DAYS

Vacation days are accrued at the rate of 1 2/3 days per month. If an academic appointee is less than full-time, days are accrued on a pro-rated basis. Vacation time may be carried forward from a previous year with the understanding that all time must be used before the end of the appointment. Academic appointees will not be paid for unused vacation time.

SICK DAYS

Sick days are accrued at the rate of 1 day per month. If an academic appointee is less than full-time, days are accrued on a pro-rated basis.

PERSONAL DAYS

Appointees are granted three personal days per appointment year (July 1 – June 30). If an academic appointee is less than full-time, days are accrued on a pro-rated basis. Personal days may not be carried over from year to year.

- Appointees who begin between July 1 and September 30 receive 3 personal days per appointment year.
- Appointees who begin between October 1 and December 31 receive 2 personal days per appointment year.
- Appointees who begin between January 1 and March 31 receive 1 personal day per appointment year.
- Appointees who begin between April 1 and June 30 receive no personal days until the next appointment year.

ATTENDANCE RECORD CODES

V	paid vacation day
S	paid sick day
P	paid personal day

HOLIDAY CALENDAR

Independence Day	Friday, July 4, 2008
Labor Day	Monday, September 1, 2008
Columbus Day	Monday, October 13, 2008
Veterans' Day	Tuesday, November 11, 2008
Thanksgiving Day	Thursday, November 27, 2008
Friday after Thanksgiving	Friday, November 28, 2008
Christmas Eve	Wednesday, December 24, 2008 (half-day holiday)
Christmas Break	Thursday, December 25, 2008 – Wednesday, December 31, 2008
New Year's Day	Thursday, January 1, 2009
Martin Luther King Day	Monday, January 19, 2009
Presidents' Day	Monday, February 16, 2009
Memorial Day	Monday, May 25, 2009