

NAME _____ FACULTY SUPERVISOR _____

DEPARTMENT _____

JULY 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	

AUGUST 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					

SEPTEMBER 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			

OCTOBER 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

NOVEMBER 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					

DECEMBER 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		

JANUARY 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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 2010						
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

ATTENDANCE RECORD NOTES

July 1, 2009 – June 30, 2010

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 3, 2009
Labor Day	Monday, September 7, 2009
Columbus Day	Monday, October 12, 2009
Veterans' Day	Wednesday, November 11, 2009
Thanksgiving Recess	Thursday, November 26, 2009 – Friday, November 27, 2009
Christmas Eve	Thursday, December 24, 2009 (half-day holiday)
Christmas Break	Monday, December 28, 2009 – Thursday, December 31, 2009
New Year's Day	Friday, January 1, 2010
Martin Luther King Day	Monday, January 18, 2010
Presidents' Day	Monday, February 15, 2010
Memorial Day	Monday, May 31, 2010