

Name	Emplid
Department	Accruals as of
Campus Address	Sick



**MONTHLY ATTENDANCE REPORT
ACADEMIC YEAR STAFF**

SEPTEMBER 2011

S	M	T	W	T	F	S	SICK LEAVE	
				1	2	3	Begin Balance	
4	5	6	7	8	9	10	Amount Used	
11	12	13	14	15	16	17	Subtotal	
18	19	20	21	22	23	24	Amount Earned	
25	26	27	28	29	30		Balance	
Employee Signature							Date	

NOVEMBER 2011

S	M	T	W	T	F	S	SICK LEAVE	
		1	2	3	4	5	Begin Balance	
6	7	8	9	10	11	12	Amount Used	
13	14	15	16	17	18	19	Subtotal	
20	21	22	23	24	25	26	Earned	
27	28	29	30				Balance	
Employee Signature							Date	

↓ **OCTOBER 2011** ↓

S	M	T	W	T	F	S	SICK LEAVE	
						1	Begin Balance	
2	3	4	5	6	7	8	Amount Used	
9	10	11	12	13	14	15	Subtotal	
16	17	18	19	20	21	22	Amount Earned	
23	24	25	26	27	28	29	Balance	
30	31							
Employee Signature							Date	

↓ **DECEMBER 2011 - DUE 12/16/2011** ↓

S	M	T	W	T	F	S	SICK LEAVE	
				1	2	3	Begin Balance	
4	5	6	7	8	9	10	Amount Used	
11	12	13	14	15	16	17	Subtotal	
18	19	20	21	22	23	24	Amount Earned	
25	26	27	28	29	30	31	Balance	
Employee Signature							Date	

**DIRECTIONS
Academic Year Staff**

Article XIII of the **Policies** of the Board of Trustees states:

Employees shall be required to certify their presence and record any absences on forms to be provided by the State. Employees shall also be required to record on such forms any charges to or accruals of vacation or sick leave credits. Such forms shall be submitted to the chief administrative officer or designee for review on a monthly basis.

- Please indicate your sick leave usage in the boxes provided on the reverse for the most recently passed month using the following format: **0 1 . 0 0**. Please also indicate the actual dates of leave use by entering an "S" (for sick leave) on the calendar included for each month. Partial days should be noted by entering the appropriate decimal followed by an "S" or attach an explanatory note if there is insufficient space to record your usage each month. Please note that academic year obligation staff are not required to charge time taken during University recesses (shaded areas on calendar), however, they must charge any time taken when the University is in session on a five days per week basis even if they do not have classes scheduled for every day of the week.
- You should sign and date the form each month in the space provided and forward it to the Office of Human Resources Management, **UNIVERSITY ADMINISTRATION BUILDING, ROOM 300**, by the end of the semester being reported. The employee's signature certifies the employee's presence for the month noted except on the days which the employee has charged his/ her accruals
- Full-time academic employees appointed prior to July 1, 1982 earn sick leave at the rate of 1.75 days per month during the term of their professional obligation. Full-time academic employees appointed on or after July 1, 1982 earn sick leave accruals for each month of their professional obligation per the chart on the left below. Part-time employees earn accruals each month based on the chart on the right:

Year of Service	Leave Accrual Rate	Those Teaching:	Leave Accrual Rate
1	1.250 days per month	1 course	1/4 day per month
2	1.333 days per month	2 courses	1/2 day per month
3-5	1.500 days per month	3 courses	1 day per month
6	1.667 days per month		
7	1.750 days per month		

Under current regulations, an academic employee may not accrue more than 200 days of sick leave.

- The **Policies** of the Board of Trustees and the **Agreement** with UUP allow use of up to a maximum of thirty days per year of sick leave for absences necessitated illness or death in the employee's immediate family. Please specify what portion, if any, of sick leave use was for such purposes by entering "FSL" (for family sick leave) on the calendar included for each month on the reverse.

Your accrual balances will be updated by computer monthly based on your completion of this report. If you have questions concerning the accrual balances, please feel free to contact the Office of Human Resources Management at 437-4700.