

SUNY GENESEO  
MONTHLY ATTENDANCE REPORT  
MC AND PROFESSIONAL EMPLOYEES

NAME  MONTH/YEAR

PHONE

Enter the appropriate symbols, in quarter day segments, on the date leave is used or a holiday is accrued.

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	<p>V = Vacation      DRL = Deficit Reduction Leave      HO = Holiday Observed  S = Sick            AHU = Accrued Holiday Used      T = Travel  FS = Family Sick    HW = Holiday Worked</p>								

TOTALS:                                         

Vacation      Sick      Family Sick      Deficit Reduction Leave      Accrued Holiday Used      Holiday Worked      Travel

Signed attendance reports should reach the Human Resources Office by the 10th of the following month. Signatures certify that this time record represents a correct accounting for the specified period.

\_\_\_\_\_  
Employee Signature        
Date

\_\_\_\_\_  
Supervisor Signature      \_\_\_\_\_  
Date