

Please Print	
Name:	
SSN:	
Department:	

<b>Purchase College, State University of New York</b> Monthly Attendance Report Faculty
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## Fall 2012 Semester

### September 2012

Su	M	T	W	Th	F	Sa	Sick Lv.
1							
2	3	4	5	6	7	8	8/31/2012 Balance
9	10	11	12	13	14	15	Amount Earned
16	17	18	19	20	21	22	Subtotal
23	24	25	26	27	28	29	Amount Used
30							Balance

### November 2012

Su	M	T	W	Th	F	Sa	Sick Lv.
1							
2							
3							10/31/2012 Balance
4	5	6	7	8	9	10	Amount Earned
11	12	13	14	15	16	17	Subtotal
18	19	20	21	22	23	24	Amount Used
25	26	27	28	29	30		Balance

### October 2012

Su	M	T	W	Th	F	Sa	Sick Lv.
1							
2	3	4	5	6	7	8	9/30/2012 Balance
9	10	11	12	13	14	15	Amount Earned
16	17	18	19	20	21	22	Subtotal
23	24	25	26	27	28	29	Amount Used
30	31						Balance

### December 2012

Su	M	T	W	Th	F	Sa	Sick Lv.
1							
2	3	4	5	6	7	8	11/30/2012 Balance
9	10	11	12	13	14	15	Amount Earned
16	17	18	19	20	21	22	Subtotal
23	24	25	26	27	28	29	Amount Used
30	31						Balance

Check here if you were on a Sabbatical Leave or a Title F Leave. Please indicate leave dates: \_\_\_\_\_

**While on Sabbatical or Title F Leave you do not earn or charge accruals.**

Employee's Signature                      Date                      Supervisor's Signature                      Date

### Instructions for Both Full-time & Part-time Faculty Monthly Attendance Report Purchase College, State University of New York

Full-time academic year faculty appointed prior to July 1, 1982 earn sick leave only, at the rate of 1.75 days per month or major fraction thereof, during the term of their professional obligation up to a maximum of 200 days accrued.

As you use your leave accruals, please note the day(s) taken on the monthly timesheet. Please note that the academic year obligation faculty is not required to charge time taken during Purchase College recesses. However, they must charge any time taken when the College is in session on a five days per week basis even if they do not have classes scheduled for every day of the week.

At the end of each month, count the number of days used during that month. After carrying down the balance from the previous month, add the appropriate accrual rate to arrive at a subtotal. Now subtract the number of days used to arrive at the new balance. The figure recorded in the "Amount Used" box should correspond to the days listed on the calendar.

**Full-time Faculty** - appointed on or after July 1, 1982 earn sick leave at the rate indicated below.

<u>Years of Service</u>	<u>Leave Accrual Rate</u>
0 - 1	1.250 days per month
2	1.333 days per month
3 - 5	1.500 days per month
6	1.666 days per month
7	1.750 days per month

**Part-time Faculty** - earn accruals each month based on the number of courses taught per semester, as follows:

1 Course	1/4 day
2 Courses	1/2 day
3 Courses	1 day