

All professional staff must complete this attendance report and submit it to their Supervisor/Department Head/Chair by the fifth of the following month.

**UNIVERSITY AT BUFFALO**  
**Faculty and Professional Employees**  
**Monthly Attendance and Leave Report**

**TO: Supervisor/Department Head/Chair**  
 Except for those absences noted below, chargeable to vacation, sick leave, holiday compensatory time, or floating holiday, I have not been absent for the month of \_\_\_\_\_, 20\_\_\_\_.

**No Chargeable Absence**

**Vacation/Annual Leave (calendar/college year appointments only)**  
 No. Days Used \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Sick Leave**  
 No. Days Used \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Holiday Compensatory Time (calendar/college year appointments only)**  
 No. Days Earned \_\_\_\_\_ No. Days Used \_\_\_\_\_  
 Date(s) Earned \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Floating Holiday (calendar/college year appointments only)**  
 No. Days Earned \_\_\_\_\_ No. Days Used \_\_\_\_\_  
 Date(s) Earned \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**CHECK IF APPLICABLE:**

- Sabbatical Leave Dates** \_\_\_\_\_ (Vacation and/or sick leave credits cannot be used or accrued)
- Leave With/Without Pay Dates and Type** \_\_\_\_\_ (Vacation and/or sick leave credits not to be used or accrued)
- Jury Duty Dates** \_\_\_\_\_ (A copy of subpoena for jury duty must be attached to this form. No accrual charges)
- Military Leave With Pay (No. of Days \_\_\_\_\_) Dates** \_\_\_\_\_ (Copy of orders must be attached)
- Workers' Compensation Leave Dates** \_\_\_\_\_ (Submit C-2 or documentation for restoration of accruals)
- GFT - Geographical Full Time Title**-Full time accrual/use rates apply.
- Productivity Improvement Program (PIP)** (Forfeit vacation leave accruals appropriately)
- M/C Vacation Leave Exchange Program**

\*Compensatory days off shall be scheduled at a time mutually convenient within 1 year from the day they are granted.

**ACCRUAL AND USE SUMMARY**

ACCRUAL USE IN DAYS**	VACATION/ANNUAL LEAVE DAYS			SICK LEAVE DAYS				HOLIDAY COMPENSATORY TIME DAYS*			FLOATING HOLIDAY DAYS		
	Earned	Used	Balance	Earned	USED		Balance	Earned	Used	Balance	Earned	Used	Balance
					Regular	Family							
Balance Brought Forward													
Current Month													
	New Balance			New Balance				New Balance			New Balance		

**Note:** For full-time employees, record partial days absence as .75, .50, .25.

Absences for personal reasons must be charged to vacation, holiday compensatory leave or floating holiday credits. Academic year appointments do not accrue vacation credits.

Part-time employees must accrue in days.

\*\*See reverse for accrual rates.

**SUPERVISOR:** Leave credits accrued and used each month must be posted to *Semiannual Attendance and Leave Report*.

\_\_\_\_\_  
**Employee Name (Please Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Person #**

\_\_\_\_\_  
**Supervisor/Department Head/Chair**  
**Signature**

\_\_\_\_\_  
**Date**

**LEAVE ACCRUALS**

**FULL-TIME ACADEMIC AND PROFESSIONAL EMPLOYEES - (B.U. 08) (Includes Geographic Full-Time - GFT)**

Years of Service	12 MONTH APPOINTMENT			Yearly Total	10 MONTH APPOINTMENT		
	Vacation Days/Month	Yearly Total	Sick Days/Month		Sick Days/Month	Yearly Total	
<b>Appointed on or after July 1, 1982</b>							
0 - 1	1.25	15	1.25	15	1.25	11.25	
2	1.33	16	1.33	16	1.33	12.00	
3,4,5	1.50	18	1.50	18	1.50	13.50	
6	1.66	20	1.66	20	1.66	15.00	
7 or more	1.75	21	1.75	21	1.75	15.75	
<b>Appointed Prior to July 1, 1982</b>							
	1.75	21	1.75	21	1.75	15.75	
<b>Maximum Accrual Allowable</b>							
	40 Days		200 Days		200 Days		

**PART-TIME ACADEMIC EMPLOYEES - (B.U. 08)**

Courses Taught Per Semester	12 MONTH APPOINTMENT		10 MONTH APPOINTMENT
	Vacation Days/Month	Sick Days/Month	Sick Days/Month
1	0.25	0.25	0.25
2	0.50	0.50	0.50
3	1.00	1.00	1.00
<b>Maximum Accrual Allowable</b>			
	40 Days	200 Days	200 Days

**PART-TIME PROFESSIONAL AND NON-TEACHING ACADEMIC EMPLOYEES - (B.U. 08) Effective July 2, 2009**

Earnings Per Year	Vacation Days/Month	Sick Days/Month
Up to \$12,483	0.25	0.25
\$12,484 - \$18,835	0.50	0.50
\$18,836 - \$25,186	1.00	1.00
\$25,187 or Higher	1.25	1.25
<b>Maximum Accrual Allowable</b>		
	40 Days	200 Days

**FULL-TIME MANAGEMENT CONFIDENTIAL EMPLOYEES - (B.U. 13)**

**Accrual rate from initial appointment**

Sick = 1.75 Days/Month (Maximum Accrual Allowable = 200 Days)  
 Vacation = 1.75 Days/Month (Maximum Accrual Allowable = 40 Days as a beginning balance each January)