

TOURO UNIVERSITY

MONTHLY ATTENDANCE VERIFICATION SHEET

MONTH November

YEAR 2015

NAME _____

APPOINTMENT DATE _____

FTE _____

Date	Status	Absence Type
1	W	Weekend
2		
3		
4		
5		
6		
7	W	Weekend
8	W	Weekend
9		
10		
11		
12		
13		
14	W	Weekend
15	W	Weekend
16		
17		
18		
19		
20		
21	W	Weekend
22	W	Weekend
23		
24		
25		
26	H	Holiday
27	H	Holiday
28	W	Weekend
29	W	Weekend
30		
31		
Subtotals	Vacation	
	Personal	
	Illness	
Totals		

VACATION INFORMATION	
Days Available	
Taken: (-)	
Subtotal	
Accrued: (+)	
Days Remaining at the end of month	

Faculty Vacation Accrual			
Year of Service	Per Year	Per Month	
Year 1	15	1.25	
Year 2	16	1.33	
Year 3	17	1.42	
Year 4	18	1.5	
Year 5	19	1.58	
Year 6+	20	1.67	
Vacation accrual increase on the month of your anniversary date.			

SICK/PERSONAL DAY INFORMATION

Note: Beginning of Fiscal Year allotment (Taken in whole or half-day increments)

Sick Days: 6
 Personal Days : 3

	Sick	Personal
Days Available		
Days Taken		
Days Remaining		

Status Codes

A = Absent **H** = Holiday
O = Present **P** = Personal
W = Weekend **AO** = Authorized Offsite

Absence Types Codes

I = Illness **N** = Not Scheduled
V = Vacation **B** = Bereavement
PP = Personal **UP** = Unpaid Leave
J = Jury Duty

Completed By: _____

Employee Signature _____

Supervisor Signature _____