

TOURO UNIVERSITY

MONTHLY ATTENDANCE VERIFICATION SHEET

MONTH July

YEAR 2015

NAME _____

APPOINTMENT DATE _____

FTE _____

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