

New Hampshire **INSTITUTE** of Art

MONTHLY ATTENDANCE AND ACCRUAL RECORD for Salaried/Exempt Employees

NAME: _____ FOR MONTH OF: _____

Note: Standard work day is from 8:30 am to 5:00 pm, with 1 hour for lunch -- 7.5 work hours.

	Week Beginning Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								

A - Annual Leave
S = Sick Leave

H = Holiday
O = Other Leave

(OTHER LEAVE must be explained)

All Leave must be coded in hourly increments (e.g., A, 7.5 hrs, S, 4 hrs etc.)

Full-time EXEMPT active employees accrue 5.54 hours Annual Leave per bi-weekly pay period.

Full-time EXEMPT active employees accrue 3.47 hours Sick Leave per bi-weekly pay period.

Part-time EXEMPT (30+ hrs per week) active employees accrue 4.16 Annual Leave per bi-weekly pay period.

Part-time EXEMPT (30+ hrs per week) active employees accrue 2.77 Sick Leave per bi-weekly pay period.

***Please send your completed monthly accrual record to the Payroll Dept. by the first Friday of the new month. Adjustments to your accrual balances for time taken will be processed in the SECOND PAYROLL of each month. It is your responsibility to review your accruals on your pay stub and report any questions or discrepancies to the payroll department.**

Employee Signature

Date

Supervisor Signature