



Employee Attendance Record

School: _____

Employee Name: _____ Year: _____

Category (Faculty, Administration, 10-month staff, 12-month staff): _____

For Teachers & 10-month staff members*:

- Number of Sick Days Accrued before August 1: _____ + Number of Sick Days Granted for new year: _____
 10 = _____ (new total)
- Number of Personal Days Granted for new year: 3

**Please note: for part-time teachers and staff, sick days should be prorated*

For Administrators:

- Number of Sick Days Accrued before July 1: _____ + Number of Sick Days Granted for new year: _____
 10 = _____ (new total)
- Number of Personal/Vacation days Granted for new year: 25

For 12-month Staff members:

- Number of Sick Days Accrued before August 1: _____ + Number of Sick Days Granted for new year: _____
 10 = _____ (new total)
- Number of Vacation Days Accrued before August 1, 2015: _____ (days will continue to accrue at different rates)

Personal or Vacation Dates Used for new year (enter dates):

Sick Days Used for new year (enter dates):

Bereavement Days Used (enter dates): _____

Professional Days Used (enter dates): _____

Other Days Missed (enter dates): _____

As of June 30 (end of contract)

- Total of Sick Days_____
- Total of Personal/Vacation Days_____

Signature_____ Date_____

By signing, employee acknowledges knowledge and approval of policies and number of leave days used and accrued.

Policies:

1. Full-time employees are given 10 sick days per year (part-time benefits eligible employees can be prorated). Employees can accrue sick days to a 63 day limit but will not be reimbursed for unused days.
2. Full-time teachers and 10-month staff members are given 3 personal days per year (part-time benefit eligible employees can be prorated). Employees cannot accrue these personal days and will not be reimbursed for unused days. Personal days cannot be taken during the first and last months of the school year.
3. Administrators are given 25 days of personal leave/vacation per year. Part-time administrators' days can be prorated. These days cannot be accrued annually and are not reimbursable.
4. Full time 12-month staff members can accrue vacation days according to the schedule outlined in the policy manual. These days are reimbursable upon termination/retirement.
5. All benefit-eligible employees are given bereavement days specified in the policy manual, time off for voting (if needed), time off for professional development (i.e. conferences) and leave time for jury duty.
6. If employees were granted personal and sick days under a different system or set of policies (i.e. PTO days) that will need to be addressed by the school directly.