

ATTENDANCE RECORD

For Professional Researchers, Professional Specialists, and Professional Librarians



FOR ACADEMIC YEAR: _____ Name: _____

Dept: _____ Rank: _____ P.I./Supervisor: _____

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July																															
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Time Off Codes:

- H Holiday
- OH Optional Holiday
- V Vacation
- S Sporadic Absence (Illness/Injury)
- DS Disability Leave
- F Family
- DF Death in Family
- J Jury Duty/Court Appearance
- M Military Reserve Training
- R Religious
- P Personal
- OT Other (explain in Notes)

Summer	Fall	Spring	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notes:

P.I./Supervisor initials: _____
 Date: _____