

All professional staff must complete this attendance report and submit it to their Supervisor/Department Head/Chair by the fifth of the following month.

UNIVERSITY AT BUFFALO
Faculty and Professional Employees
Monthly Attendance and Leave Report

TO: Supervisor/Department Head/Chair
 Except for those absences noted below, chargeable to vacation, sick leave, holiday compensatory time, or floating holiday, I have not been absent for the month of _____, 20____.

No Chargeable Absence

Vacation/Annual Leave (calendar/college year appointments only)
 No. Days Used _____ Date(s) Used _____

Sick Leave
 No. Days Used _____ Date(s) Used _____

Holiday Compensatory Time (calendar/college year appointments only)
 No. Days Earned _____ No. Days Used _____
 Date(s) Earned _____ Date(s) Used _____

Floating Holiday (calendar/college year appointments only)
 No. Days Earned _____ No. Days Used _____
 Date(s) Earned _____ Date(s) Used _____

CHECK IF APPLICABLE:

- Sabbatical Leave Dates** _____ (Vacation and/or sick leave credits cannot be used or accrued)
- Leave With/Without Pay Dates and Type** _____ (Vacation and/or sick leave credits not to be used or accrued)
- Jury Duty Dates** _____ (A copy of subpoena for jury duty must be attached to this form. No accrual charges)
- Military Leave With Pay (No. of Days _____) Dates** _____ (Copy of orders must be attached)
- Workers' Compensation Leave Dates** _____ (Submit C-2 or documentation for restoration of accruals)
- GFT - Geographical Full Time Title**-Full time accrual/use rates apply.
- Productivity Improvement Program (PIP)** (Forfeit vacation leave accruals appropriately)
- M/C Vacation Leave Exchange Program**

*Compensatory days off shall be scheduled at a time mutually convenient within 1 year from the day they are granted.

ACCRUAL AND USE SUMMARY

ACCRUAL USE IN DAYS**	VACATION/ANNUAL LEAVE DAYS			SICK LEAVE DAYS				HOLIDAY COMPENSATORY TIME DAYS*			FLOATING HOLIDAY DAYS		
	Earned	Used	Balance	Earned	USED		Balance	Earned	Used	Balance	Earned	Used	Balance
					Regular	Family							
Balance Brought Forward													
Current Month													
	New Balance			New Balance				New Balance			New Balance		

Note: For full-time employees, record partial days absence as .75, .50, .25.

Absences for personal reasons must be charged to vacation, holiday compensatory leave or floating holiday credits. Academic year appointments do not accrue vacation credits.

Part-time employees must accrue in days.

**See reverse for accrual rates.

SUPERVISOR: Leave credits accrued and used each month must be posted to *Semiannual Attendance and Leave Report*.

Employee Name (Please Print)

Employee Signature

Date

Department

Person No.

Supervisor/Department Head/Chair

Date

Signature

LEAVE ACCRUALS

FULL-TIME ACADEMIC AND PROFESSIONAL EMPLOYEES - (B.U. 08) (Includes Geographic Full-Time - GFT)

Years of Service	12 MONTH APPOINTMENT			Yearly Total	10 MONTH APPOINTMENT		
	Vacation Days/Month	Yearly Total	Sick Days/Month		Sick Days/Month	Yearly Total	
Appointed on or after July 1, 1982							
0 - 1	1.25	15	1.25	15	1.25	11.25	
2	1.33	16	1.33	16	1.33	12.00	
3,4,5	1.50	18	1.50	18	1.50	13.50	
6	1.66	20	1.66	20	1.66	15.00	
7 or more	1.75	21	1.75	21	1.75	15.75	
Appointed Prior to July 1, 1982							
	1.75	21	1.75	21	1.75	15.75	
Maximum Accrual Allowable							
	40 Days		200 Days		200 Days		

PART-TIME ACADEMIC EMPLOYEES - (B.U. 08)

Courses Taught Per Semester	12 MONTH APPOINTMENT		10 MONTH APPOINTMENT
	Vacation Days/Month	Sick Days/Month	Sick Days/Month
1	0.25	0.25	0.25
2	0.50	0.50	0.50
3	1.00	1.00	1.00
Maximum Accrual Allowable			
	40 Days	200 Days	200 Days

PART-TIME PROFESSIONAL AND NON-TEACHING ACADEMIC EMPLOYEES - (B.U. 08) Effective July 1, 2004

Earnings Per Year	Vacation Days/Month	Sick Days/Month
Up to \$10,605	0.25	0.25
\$10,606 - \$15,909	0.50	0.50
\$15,910 - \$21,212	1.00	1.00
\$21,213 or Higher	1.25	1.25
Maximum Accrual Allowable		
	40 Days	200 Days

FULL-TIME MANAGEMENT CONFIDENTIAL EMPLOYEES - (B.U. 13)

Accrual rate from initial appointment

Sick = 1.75 Days/Month (Maximum Accrual Allowable = 200 Days)
 Vacation = 1.75 Days/Month (Maximum Accrual Allowable = 40 Days as a beginning balance each January)