PROFESSIONAL EMPLOYEE TIME RECORD

New Paltz
STATE UNIVERSITY OF NEW YORK

NAME:	MONTH:
LAST FOUR DIGITS OF SOCIAL SECURITY #:	DEPARTMENT:

DATES ABSENT				DATES CREDITED
ANNUAL LEAVE	SICK LEAVE	HOLIDAY COMPENSATORY*	DRL	HOLIDAY COMPENSATORY TIME**
Total Days:	Total Days:	Total Days:	Total Days:	Total Days:

* Compensatory days off shall be scheduled at times mutually convenient to the employee and the University within **one year** from the day they are earned.

**Compensatory time is earned for working any of the following holidays: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving Day, Christmas Day.

ACCRUAL SUMMARY

	ANNUAL LEAVE	SICK LEAVE	HOLIDAY COMPENSATORY TIME	DRL
BALANCE: BEGINNING OF MONTH				
TIME USED DURING MONTH				
SUB-TOTAL				
TIME EARNED***				
BALANCE: END OF MONTH				

***For employees appointed on or before June 30, 1982, annual and sick leave are credited at the rate of 1¾ (1.75) days per month, or major portion thereof.
For employees appointed on or after July 1, 1982, annual and sick leave are credited based upon the following schedule:

Years of Service	Accrual Rate
0-1	1¼ (1.25) days per month
2	1⅓ (1.33) days per month
3-5	1½ (1.50) days per month
6	1⅔ (1.66) days per month
7+	1¾ (1.75) days per month

Annual leave may not exceed 40 days on January 1 of each year. Sick leave may be accumulated up to 200 days.

I certify that this report accurately records my absences and that I was otherwise present, as required, for the month indicated.

Employee's Signature _____   Date _____

I certify that I have reviewed this record and find it correct.

Supervisor's Signature_____   Date _____

Printed Name_____