

**SCHENECTADY COUNTY COMMUNITY COLLEGE
TIME AND LEAVE RECORD FOR PROFESSIONAL STAFF – FULL-TIME – UFP AND CADA**

Employee _____

Academic Affairs Workforce Development Student Affairs
 Administration IT Strategic Initiatives and Planning
 Department _____

Pay Period _____ to _____

Week of _____

College ID # _____

Day of the week	In	Out	Vacation	Sick	Personal	Holiday	Travel	Comments
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Week of _____

Day of the week	In	Out	Vacation	Sick	Personal	Holiday	Travel	Comments
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Accrual Summary:	Date	Vacation	Sick	Personal	Comments
Beginning of Period					
Used this Period					
SUBTOTAL					
Earned: 16 th of Month					
End of Period TOTAL					

I certify that the above is an accurate record of my daily attendance, time and credits.

Employee: _____ Supervisor: _____

Supervisor Printed Name _____

Date: _____ Date: _____