

# Attendance Record for Academic Year \_\_\_\_\_ Professional Research, Technical, and Library Staffs

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Rank: \_\_\_\_\_

P.I. \_\_\_\_\_

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																															

<b>Legend:</b>	
Vacation	V
Sick	S
Optional Holiday	OH
Travel	T
Jury Duty	JD
Other	O
Holiday	H

<u>Summer</u>	<u>Fall</u>	<u>Spring</u>	<u>Total</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Notes:**

P.I.'s initials: \_\_\_\_\_  
date: \_\_\_\_\_