

# FY2010 Staff Attendance Record

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

CARRYOVER FROM FY2009:

NORMAL SCHEDULE: Days \_\_\_\_\_

Daily Hours: From \_\_\_\_\_ To: \_\_\_\_\_

V \_\_\_\_\_ S \_\_\_\_\_

2009	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	Verified	Holiday Schedule
June July	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
June-July	29	30	1	2	H	4	5	6	7	8	9	10	11	12		July 3, 2009
July	13	14	15	16	17	18	19	20	21	22	23	24	25	26		September 7, 2009
July-Aug	27	28	29	30	31	1	2	3	4	5	6	7	8	9		November 26, 2009
Aug	10	11	12	13	14	15	16	17	18	19	20	21	22	23		November 27, 2009
Aug-Sept	24	25	26	27	28	29	30	31	1	2	3	4	5	6		December 24, 2009
Sept	H	8	9	10	11	12	13	14	15	16	17	18	19	20		December 25, 2009
Sept-Oct	21	22	23	24	25	26	27	28	29	30	1	2	3	4		December 31, 2009
Oct	5	6	7	8	9	10	11	12	13	14	15	16	17	18		January 1, 2010
Oct-Nov	19	20	21	22	23	24	25	26	27	28	29	30	31	1		May 31, 2010
Nov	2	3	4	5	6	7	8	9	10	11	12	13	14	15		2 optional holidays
Nov	16	17	18	19	20	21	22	23	24	25	H	H	28	29		Time Off Codes
Nov-Dec	30	1	2	3	4	5	6	7	8	9	10	11	12	13		C = Compelling Reason <sup>1</sup>
Dec	14	15	16	17	18	19	20	21	22	23	H	H	26	27		DF = Death in Family
Dec-Jan	28	29	30	H	H	2	3	4	5	6	7	8	9	10		D = Disability
2010	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	Verified	
Jan	11	12	13	14	15	16	17	18	19	20	21	22	23	24		F = Family Leave
Jan-Feb	25	26	27	28	29	30	31	1	2	3	4	5	6	7		H = Holiday
Feb	8	9	10	11	12	13	14	15	16	17	18	19	20	21		J = Jury Duty
Feb-Mar	22	23	24	25	26	27	28	1	2	3	4	5	6	7		MA = Marriage <sup>1,2</sup>
Mar	8	9	10	11	12	13	14	15	16	17	18	19	20	21		M = Military Duty
Mar-Apr	22	23	24	25	26	27	28	29	30	31	1	2	3	4		L = Leave w/o Pay
Apr	5	6	7	8	9	10	11	12	13	14	15	16	17	18		O = Optional Holiday
Apr-May	19	20	21	22	23	24	25	26	27	28	29	30	1	2		P = Paid Time Off <sup>1</sup>
May	3	4	5	6	7	8	9	10	11	12	13	14	15	16		PE = Personal
May	17	18	19	20	21	22	23	24	25	26	27	28	29	30		R = Religious
May-June	H	1	2	3	4	5	6	7	8	9	10	11	12	13		S = Sporadic Absence

Place an "X" in the box for days you are at work. For days not worked, use the appropriate code. When time off is less than the regular work day, record total hours worked and code remaining hours not worked.

<sup>1</sup>Applies to some biweekly-paid (non-exempt) staff only.

<sup>2</sup>Also applies to commitment ceremonies or civil unions for same-sex couples.

For questions or policy information, please contact Human Resources at 8-3300 (press 4), [hr@princeton.edu](mailto:hr@princeton.edu), or [www.princeton.edu/hr](http://www.princeton.edu/hr).

