COLUMBIA UNIVERSITY HUMAN RESOURCES

Annual Attendance Summary: Support Staff

Employee Name: _____ Department: _____

Date of Hire *(mm/dd/yyyy)*: ___/___/_____ Current Anniversary Year: ___/___/___ **to** ___/___/_____

Sick Leave, Personal Days and Other Absences (Anniversary Year)

Sick Leave

Month	*Carried Over (1)*	*PLUS Earned*	*MINUS Used*	*Balance*	*Without Pay (2)*
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		+	–	=	
		Total Paid		Unpaid	

(1) This includes unused sick leave carried over from the prior anniversary year to the extent provided by the applicable collective bargaining agreement or University policy.

(2) Sick leave without pay includes absences for reported illness in excess of your sick leave benefit.

Personal Days

Carried Over (3)	*PLUS Earned(3)*	*MINUS Used*	*Balance*
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=
	+	–	=

(3) See the applicable collective bargaining agreement or, for non-union support staff, the *Personnel Policy Manual*, to determine when personal days are carried over and earned.

Summary of Absences Other Than Sick Days, Personal Days, or Vacation (Anniversary Year)

Date(s)	*Type*	*Total Days (or Hours)*	*Date(s)*	*Type*	*Total Days (or Hours)*

Type	*Total Absences for Year by Type*
PL (Personal Leave)	
WC (Workers' Compensation)	
CT (Compensatory Time)	
J (Jury Duty)	
D (Death in the Family)	
MWP (Military Leave With Pay)	
MWOP (Military Leave Without Pay)	
O (Other) — Use Spaces Below	

Comments

Annual Attendance Summary: Support Staff

Employee Name: _____ Department: _____

Current Fiscal Year: ___/___/___ **to** ___/___/___

Vacation (Fiscal Year)

	Carried Over (1)	*Plus Earned*	*Minus Used*	*Balance*
July		+	–	=
August		+	–	=
September		+	–	=
October		+	–	=
November		+	–	=
December		+	–	=
January		+	–	=
February		+	–	=
March		+	–	=
April		+	–	=
May		+	–	=
June		+	–	=

(1) On July 1 of the current fiscal year, this includes vacation days carried over from the prior fiscal year only, which must be used by June 30 of the current fiscal year.

Comments