

UNIVERSITY AT BUFFALO
Semiannual Attendance and Leave Report
For Use By Faculty and Professional Employees
(See Reverse for Reporting Schedule)

Name _____ FTE _____ Department _____
 (Please Print)
 Employment Date _____ Line No. _____ Person No. _____

Must Accrue in Days Year _____ Please Circle Months	VACATION DAYS			SICK LEAVE DAYS				HOLIDAY COMPENSATORY LEAVE* DAYS			FLOATING HOLIDAY DAYS		
	Earned	Used	Balance	Earned	USED		Balance	Earned	Used	Balance	Earned	Used	Balance
					Regular	Family							
Balance Brought Forward													
January	July												
February	August												
March	September												
April	October												
May	November												
June	December												

REMARKS: _____

- CHECK IF APPLICABLE:**
- SABBATICAL LEAVE DATES** _____ (Vacation and/or sick leave credits cannot be used or accrued)
 - LEAVE WITH/WITHOUT PAY DATES & TYPES** _____
 (Vacation and/or sick leave credits not to be used or accrued)
 - JURY DUTY DATES** _____
 (A copy of subpoena for jury duty must be attached to this form. No accrual charges)
 - MILITARY LEAVE WITH PAY** (No. of days _____) DATES _____
 (Copy of orders must be attached)
 - WORKERS' COMPENSATION LEAVE DATES** _____
 (Submit C-2 or documentation for restoration of accruals)
 - GFT - Geographical Full Time Title - Full time accrual/use rates apply.**
 - PRODUCTIVITY IMPROVEMENT PROGRAM (PIP)** (Forfeit vacation leave accruals appropriately)
 - M/C VACATION LEAVE EXCHANGE PROGRAM**

Certified Correct:

 Employee Signature Date

 Supervisor/Department Head/Chair Signature Date

NOTE: The above data must be supported by monthly attendance reports. These records are required to be kept for at least three years subsequent to the date of certification.

Vacation leave credits may exceed 40 days during the calendar year but the employee must use the amount over 40 days prior to December 31 of that year.

TIME AND ATTENDANCE
Six-month Summary Reporting Schedule

Six-month Period		
July - Dec	Jan - June	
January 5	July 5	Six-month summaries due in Department
January 17	July 17	Six-month summaries due in Human Resources (120 Crofts Hall, North Campus)

If due date falls on a weekend or holiday, reports are due the next business day.