

UNIVERSITY AT BUFFALO
Semiannual Attendance and Leave Report
Management Confidential Professional Employees
(See Reverse for Reporting Schedule)

Name _____ FTE _____ Department _____
 (Please Print)

Employment Date _____ Line No. _____ Person No. _____

Must Accrue in Days Year _____	VACATION DAYS			SICK LEAVE DAYS			HOLIDAY COMPENSATORY LEAVE* DAYS			FLOATING HOLIDAY DAYS			DEFICIT REDUCTION LEAVE (DRL)**			
	Earned	Used	Balance	Earned	Regular USED	Family	Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
Please Circle Months																
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** _____
- 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)
- PRODUCTIVITY ENHANCEMENT PROGRAM (PEP)** (Forfeit vacation leave accruals appropriately)

*Compensatory Days Off shall be scheduled at a time mutually convenient within 1 year from the day they are granted.

**DRL - Deficit Reduction Leave earned 11/15/11; must be used by 3/31/13.

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 six 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 Resource Services (120 Crofts Hall, North Campus)

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