

All professional staff must complete this attendance report and submit it to their Supervisor/Department Head/Chair by the fifth of the following month.

**UNIVERSITY AT BUFFALO**  
**Management Confidential Professional Employees**  
**Monthly Attendance and Leave Report**

**TO: Supervisor/Department Head/Chair**

Except for those absences noted below, chargeable to vacation, sick leave, holiday compensatory time, floating holiday or deficit reduction leave (DRL), I have not been absent for the month of \_\_\_\_\_, 20\_\_\_\_.

**No Chargeable Absence**

**Vacation/Annual Leave (calendar/college year appointments only)**

No. Days Used \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Sick Leave**

No. Days Used \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Holiday Compensatory Time (calendar/college year appointments only)**

No. Days Earned \_\_\_\_\_ No. Days Used \_\_\_\_\_

Date(s) Earned \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Floating Holiday (calendar/college year appointments only)**

No. Days Earned \_\_\_\_\_ No. Days Used \_\_\_\_\_

Date(s) Earned \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**Deficit Reduction Leave**

No. Days Earned \_\_\_\_\_ No. Days Used \_\_\_\_\_

Date(s) Earned \_\_\_\_\_ Date(s) Used \_\_\_\_\_

**CHECK IF APPLICABLE:**

- Sabbatical Leave Dates** \_\_\_\_\_ (Vacation and/or sick leave credits cannot be used or accrued)
- Leave With/Without Pay Dates and Type** \_\_\_\_\_
- 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.

**ACCRUAL AND USE SUMMARY**

ACCRUAL USE IN DAYS***	VACATION/ANNUAL LEAVE DAYS			SICK LEAVE DAYS				HOLIDAY COMPENSATORY TIME DAYS*			FLOATING HOLIDAY DAYS			DEFICIT REDUCTION LEAVE (DRL)**				
	Earned	Used	Balance	Earned	USED		Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance		
					Regular	Family												
Balance Brought Forward																		
Current Month																		
	New Balance				New Balance			New Balance				New Balance				New Balance		

**Note:** For full-time employees, record partial days absence as .75, .50, .25.

Absences for personal reasons must be charged to vacation, holiday compensatory leave or floating holiday credits. Academic year appointments do not accrue vacation credits.

Part-time employees must accrue in days.

\*\*\*See reverse for accrual rates.

\*\*DRL - Deficit Reduction Leave for M/C professional employees earned on 11/15/11.

Nine days are credited for full-time employees; prorated for part-time employees.

Must be used by 3/31/13.

HRS Revised: 11/2011

\_\_\_\_\_  
**Employee Name (Please Print)**

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Department** **Person No.**

\_\_\_\_\_  
**Supervisor/Department Head/Chair** **Date**  
**Signature**

**LEAVE ACCRUALS**  
**FULL-TIME MANAGEMENT CONFIDENTIAL PROFESSIONAL EMPLOYEES**

**FULL-TIME MANAGEMENT CONFIDENTIAL EMPLOYEES - (B.U. 13)**

**Accrual rate from initial appointment**

Sick = 1.75 Days/Month (Maximum Accrual Allowable = 200 Days)

Vacation = 1.75 Days/Month (Maximum Accrual Allowable = 40 Days as a beginning balance each January)

For the 2013 calendar year only, the maximum vacation leave accrual balance will be increased from 40 to 45 days on January 1, 2013.

Deficit Reduction Leave (DRL) = Full-time Management Confidential employees earn nine (9) days of DRL on 11/15/11.

Must be used prior to 3/31/13.

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**PART-TIME MANAGEMENT CONFIDENTIAL EMPLOYEES - (B.U. 13)**

**Accrual rate from initial appointment**

Sick = prorated based on FTE (1.75 x FTE = Accrual Rate) (Maximum Accrual Allowable = 200 Days)

Vacation = prorated based on FTE (1.75 x FTE = Accrual Rate) (Maximum Accrual Allowable = 40 Days as a beginning balance each January)