

Lewis and Clark College

Exempt Employee Absence Report

Department: _____

Date: _____

	Beg. Balance	Used/ Accrued	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Ending Balance	Emp. Initials
Prior Year Vac			NAME:																																
Current Year Vac																																			
Sick																																			
Prior Year Vac			NAME:																																
Current Year Vac																																			
Sick																																			
Prior Year Vac			NAME:																																
Current Year Vac																																			
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Current Year Vac																																			
Sick																																			
Prior Year Vac			NAME:																																
Current Year Vac																																			
Sick																																			

Vacation used in current academic year is deducted from the previous year's balance first.
When the previous year's balance is zero, used vacation is deducted from the current year's balance.
 No more than 40 days can be carried forward to 9/1/99. No more than 32 days can be carried forward to 9/1/00. No more than 24 days can be carried forward beyond 9/1/01.

Since the payroll system is programmed to track accruals in terms of hours, express accruals and usage in terms of hours. This is especially important for staff members working less than a full-time schedule.

Enter hours and codes only on dates absent. Vacation may only be used in one day increments. Sick leave may only be used in half day increments. Exempt staff may utilize up to 3 days of sick leave for family leave. Family leave is tracked separately and deducted from the annual sick leave allowance. Full-time staff are credited with 22 sick days(165 Hours) per academic year. Unused sick time does not carry forward. Full-time staff accrue 2 vacation days(15 hours)per month. Unused vacation from the prior academic year can be accessed.

