



FACULTY AND ECP MONTHLY TIME REPORT

Department _____

Month _____ Year _____

Please ensure that staff account for any time taken out of the office on a monthly basis. The department's timekeeper is responsible for collecting and submitting this report to [Human Resource Services](#) no later than three days after the end of each month. Please list all Faculty and ECP members of your department.

To calculate temporary disability leave (sick leave), start from the first day of absence and include all additional calendar days (exclusive of Saturdays, Sundays, Official holidays, and recesses) until the staff member returns to work. Absences whether sequential or intermittent that extend beyond five days may be counted towards the Family and Medical Leave Act (FMLA yearly (9/1 - 8/31) allocation of twelve weeks). The absences must be reported to Human Resource Services immediately.

Faculty may request a Special Leave without Pay according to the Code of Practice for Academic Leaves. Faculty should speak with their Chair to request leave. The Provost will review all requests and the President makes the final decision to grant a leave. An [Application for Special Purposes](#) must be completed when such leave is requested.

Name	Title	Sick Leave (S)			Annual Leave (A)			Unscheduled (U) *	Special Leave
		Dates	Days	Hours	Dates	Days	Hours		

*Unscheduled = Full Day Only

Based on absences reported to me, I certify to the best of my knowledge all listed faculty and staff of this department were in full attendance in accordance with the academic calendar, except as noted above.

Signature of Department Chairperson/Vice President

Date