

RESEARCH FOUNDATION OF SUNY @ BU - BI-WEEKLY ATTENDANCE REPORT FOR SUPPORT STAFF EMPLOYEES

NAME: _____
 EMPLOYEE #: ON FILE
 DEPARTMENT: _____

TELEPHONE # _____

PAY PERIOD FROM: _____
TO: _____

DISTRIBUTION OF EFFORT: ** If employed by more than one project director, multiple certifications must be obtained.

PROJECT #	AWARD #	FTE:
BALANCE	VACATION	SICK / FAMILY LEAVE
BROUGHT FORWARD:		specify "FAMILY"
EARNED:	+	+ when using family
SUB-TOTAL:		leave-(see back)
DAY	HOURS WORKED	(- USED) (- USED) (SICK OR FAMILY) (- USED) (- USED) (+ EARNED)
MONDAY		(circle) family
TUESDAY		(circle) family
WEDNESDAY		(circle) family
THURSDAY		(circle) family
FRIDAY		(circle) family
SATURDAY		
SUNDAY		
MONDAY		(circle) family
TUESDAY		(circle) family
WEDNESDAY		(circle) family
THURSDAY		(circle) family
FRIDAY		(circle) family
SATURDAY		
SUNDAY		
TOTAL HOURS:		
+ / (-) CHANGE:		
NEW BALANCE:		

CERTIFICATION OF EMPLOYEE:
 I have examined the above entries and certify them to be correct.

CERTIFICATION OF PERSON HAVING FIRSTHAND KNOWLEDGE:
 I hereby certify that the hours and days indicated represent the time worked by the named employee and that charges to the leave accrual have my approval.

 SIGNATURE DATE

 SIGNATURE DATE

**** ATTENDANCE REPORT MUST BE SUBMITTED THE MONDAY FOLLOWING THE CLOSE OF THE PAY PERIOD TO:**

RESEARCH FOUNDATION PERSONNEL / PAYROLL OFFICE

**ACCRUAL OF LEAVE CREDITS FOR SUPPORT STAFF EMPLOYEES ON THE PAYROLL OF
THE RESEARCH FOUNDATION OF SUNY WHO ARE LOCATED AT THE SUNY BINGHAMTON CAMPUS**

NOTES:

1. Scheduling of leave time to be taken must be done with the approval of the employee's supervisor.
2. Part-time employees who have appointments requiring 50% or greater effort (18.75 hours per 37.5 hour week) accrue leave on a pro-rated basis.
3. Employees working less than 50% and/or less than six months will not accrue leave.
4. Leave accrual and use will be in quarter hour increments.

HOLIDAYS:

Employees are entitled to twelve holidays per year: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day (4th of July), Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving and Christmas.

HOLIDAY LEAVE:

An employee who works on a holiday will earn holiday leave. Holiday leave can be accumulated and carried forward; however, any unused leave at termination will be lost.

PAYMENT OF NON OVERTIME COMPENSATORY TIME:

An employee will be paid their current regular rate for any time worked during a standard work week in excess of 37 1/2 hours up to and including 40 hours.

PAID OVERTIME:

Overtime is paid for time worked in excess of 40 hours per week.

PERSONAL LEAVE:

Five days of personal leave are granted each year effective on the date of employment, and effective on the anniversary date of employment thereafter. Personal leave must be used within a twelve-month period. IT MAY NOT BE ACCRUED AND CARRIED FORWARD YEAR TO YEAR.

VACATION:

Eligibility to use accrued vacation begins after the completion of six (6) months of employment.

During the first seven years of employment, vacation is accrued at the rate of 1/2 day (3 3/4 hours) per pay period or approximately 13 days per year.

One extra day of vacation is accrued for EACH full year of service through seven (7) years of service. (I.E. at the end of 1 year, 1 day of vacation is credited, at the end of 2 years, 2 days of vacation is credited, etc.)

Employees may accumulate in excess of 300 hours (40 days) vacation during a calendar year; however, no more than 300 hours may be carried forward from calendar year to calendar year. However, if termination of employment occurs, payment will be made up to a MAXIMUM OF 30 DAYS ACCRUED BUT UNUSED VACATION.

SICK LEAVE:

Sick leave is accrued at the rate of 1/2 day (3 3/4 hours) per pay period. Sick leave credits may be carried forward year to year up to a total of 200 days.

** An employee absent on sick leave, other than family leave, for 5 or more consecutive days is required to produce a return to work form filled out by a physician before returning to work. **No payments will be made for accrued but unused sick leave.**

FAMILY LEAVE:

An employee may charge up to 15 days accrued SICK LEAVE per calendar year for a death or illness of an immediate family member. (Immediate family is defined as parent, child, spouse, sibling, parent-in-law, grandparent, grandchild or a person with whom the employee makes his/her home).