



HOBART AND WILLIAM SMITH COLLEGES



Administrative Employee Time Report

Please submit this report by the 15th of the following month to Human Resources.

Name: _____ Dept: _____

Date: _____

To report absence, please use one of the following symbols in the appropriate box for the date of the month absent.

- S = Sick V = Vacation P = Personal Leave
- H = Holiday L = Leave of Absence D = Death in Family
- O = Other (seminars, etc.) *Please explain below.* A = Administrative Leave

For the month of _____, 201____. _____ I have not been absent or taken leave this month.

| | | | | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 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 | |
| | | | | | | | | | | | | | | | |

To explain *Other*:

Employee Signature: _____ Date

Supervisor Signature: _____ Date