



# INSTRUCTIONS

**Record all absences by indicating the proper code in the block provided for that date.**

- The card shall be initialed each month by the employee and his/her supervisor to indicate agreement on the part of both as to the accuracy of the figures for the month in question. You must complete and initial the card in ink.
- Duplicate cards may be maintained by the employee and his/her supervisor.
- The **original** card is to be forwarded via the Human Resources Representative or Director of Business Services to the Office of Human Resources, Box 18 Rider Building, University Park by February 15 of the following year.
- For terminations occurring during the calendar year, the **original** card is forwarded immediately upon termination rather than being held until February 15.
- **Note:** for time missed from work, number of hours not worked should be listed with appropriate symbol. (For example: 8 hours of family sick time = 8SF)

## EXAMPLES OF USE OF SYMBOLS

<b>A</b>	Accident covered by Workers' Comp., charged as 1/3 day sick leave	<b>SF</b>	Full day sick family leave used	<b>NP</b>	Full day absence without pay	<b>S</b>	Full day sick leave used	<b>V</b>	Full day vacation used
<b>A</b>	Accident covered by Workers' Comp., charged as 1/3 day vacation time	<b>SFA</b>	Full day sick family leave used under FMLA* provisions	<b>NPA</b>	Full day absence without pay used under FMLA* provisions	<b>SA</b>	Full day sick leave used under FMLA* provisions	<b>VA</b>	Full day vacation used under FMLA* provisions
<b>C</b>	Full day holiday compensatory time off used	<b>GA</b>	PA National Guard – Active Duty; <i>no limit</i>	<b>OP</b>	Full day – other paid time used; <i>ambulance driving, jury duty, etc.</i>	<b>S</b>	Full day sick leave charged to vacation		
<b>CA</b>	Full day holiday compensatory time off used under FMLA* provisions	<b>GT</b>	PA National Guard – Field Training; <i>maximum 15 days/year</i>	<b>P</b>	Personal holiday				
<b>F</b>	Full day approved funeral leave	<b>H</b>	Holiday	<b>PA</b>	Personal holiday used under FMLA* provisions				
		<b>MR</b>	Military Reserve absence; <i>maximum 15 days/year</i>						

\*FMLA—Family and Medical Leave Act  
Refer to HRG-11 in the Policy Manual

## VACATION ACCUMULATION CHART

Vacation is accumulated according to the following schedule:

	<b>Monthly Rate of Accumulation</b>	<b>Maximum Accumulation Allowed**</b>
During the first twenty-five (25) years of continuous employment in a standing or fixed-term I position	<b>16 hours</b>	<b>240 hours</b>
From the beginning of the twenty-sixth (26th) continuous year and thereafter	<b>18 hours</b>	<b>264 hours</b>

\*\*See HR-88 for calculating maximum vacation accumulations for such appointments.