

**Salaried Sick and Vacation  
Monthly Log**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Month/Year**

This form is to be completed by each exempt employee once a month whether or not any time off has been taken. Each exempt employee is entitled to the number of personal, sick, and vacation days noted in the employee handbook. Please indicate time off in terms of **hours** rather than days (example: **8-V**). This form must be signed by the employee's supervisor and returned to the Payroll Dept. no later than the tenth day of each month. Supervisors are responsible for collecting the form from all their direct reports.

**Use the codes below to indicate the reason for time off. Please refer to the back of this form for detailed definitions.**

**C**-Official Closing

**J**-Jury duty

**STD**-Short term Disability

**B**-Bereavement

**MD**-Military Duty

**UB**-University Business

**V**-Vacation

**S** - Sick

**H**- University Holiday

**HW**- Holiday Worked

**HWE** – Holiday Work Exchange

**WC**-Approved worker's comp

*If no time was taken, please place an "X" here:*

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.

*I certify that all hours contained on this document are true and complete to the best of my knowledge. I understand that misrepresentation of hours on this document will be grounds for termination of employment.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

*I certify that I have reviewed the hours contained on this document and certify that such information is true and complete to the best of my knowledge. I understand that knowingly signing this document when hours have been misrepresented will be grounds for termination of employment.*

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**CODE DEFINITIONS**

<b>C-Official Closing</b>	announced/approved by the President or his designee only.
<b>B-Bereavement</b>	used in the case of death of an immediate family member only. Immediate family defined as mother, stepmother, father, and stepfather, spouse, brother, sister, mother-in-law, father-in-law, son, stepson, daughter, stepdaughter, grandparent, grandparent of spouse.
<b>H-Holiday</b>	Official University holiday
<b>HW- Holiday Worked</b>	hours worked during an official holiday and approved by the supervisor
<b>HWE- Holiday Work Exchange</b>	exchanges must be used by 5/31 and approved by the supervisor
<b>J-Jury duty</b>	must bring notification form to Payroll prior date.
<b>MD-Military duty</b>	must bring order to report to active duty to Human Resources prior to date.
<b>PHW- Presidential Holiday Work</b>	hours worked during the presidential holidays and approved by the supervisor
<b>PHWE- Presidential Holiday Work Exchange</b>	exchanges must be used by 5/31 and approved by the supervisor
<b>S-Sick</b>	used only for absences from work resulting from an employee's immediate illness / injury or that of an eligible family member. An eligible family member is an employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, step-grandparent, step-grandchildren, stepsibling, and any other individual related by blood or affinity whose close relationship with the employee is the equivalent of a family relationship. Employees out sick for three or more consecutive partial or full days or five non-consecutive partial or full days within a rolling thirty-day period must have a physician's note to return to work.
<b>STD-Short Term Disability</b>	must be approved by Human Resources prior to date unless in the case of an emergency.
<b>UB-University Business</b>	time away from the University for University approved conferences, business trips, etc.
<b>V-Vacation</b>	must be approved by supervisor 5 business days prior to start date but may not be approved based on workload and/or office coverage needs of the department. No more than two (2) consecutive weeks shall be taken at any one time unless approved by the supervisor.
<b>WC-Approved worker's comp</b>	all paperwork must be completed and leave must be approved by Human Resources.