

CORNELL COLLEGE
2010-2011 EXEMPT EMPLOYEE REPORT

Employee Name: _____

Salaried employees use this form to report their absences from work to the department supervisor, by the fifth day of the following month. Time should be recorded in hours (8 hours/day). After being recorded, this form will be returned to the employee.

You must contact the Human Resources office if you plan on using any FMLA (Family & Medical Leave Act) as sick leave for personal, family or military reasons. If you need to miss 3 or more days of work for your own, or a family member's illness, you must contact the HR Office for approval.

	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011
Vacation (Hrs)												
Floating Holiday* (Hrs)-Max 3 days/year Whole Day Increments Only												
Sick; NON -FMLA Personal (Hrs)												
Sick; NON -FMLA Family (Hrs)												
Sick; FMLA Military (Hrs)												
Sick; FMLA Personal (Hrs)												
Sick; FMLA Family (Hrs)												
Sick; Worker's Compensation (Hrs)												
Funeral Leave (Hrs)												
Jury Duty Leave (Hrs)												
Supervisor's Initials												

Policies related to each type of leave (vacation, sick, FMLA, worker's compensation, funeral and jury duty) can be found in the Staff Handbook located at <http://www.cornellcollege.edu/human-resources/staff-handbook-policies/index.shtml>.

**In recognition of the freeze in salaries, effective July 1, 2010, there will be three additional floating holidays (for those actively employed on July 1, 2010). These holidays should be scheduled with supervisors in advance, and marked on time cards/exempt reports as a floating holiday, in full day increments only. These holidays will not carry over into the next year, comp time cannot be used in lieu of these holidays and, if not used, these holidays will be forfeited if an employee leaves during the year. These holidays expire on July 1, 2011.*