



Marywood

UNIVERSITY

DEPARTMENT _____

DEPARTMENT NUMBER _____

EXTENSION _____

EMPLOYEE PERSONAL RECORD SHEET

NAME _____

BI-WEEKLY PAYROLL PERIOD FROM _____ To _____

During the above-mentioned payroll period, I was absent from work on the following dates for the reason(s) indicated:

	DATE(S)	HRS USED/HRS SCHED. TO WORK
PERSONAL DAY(S)	_____	_____
SICK DAY(S) - ATTACH DR. NOTE IF MORE THAN 4 DAYS	_____	_____
LEAVE DONATIONS DAYS	_____	_____
VACATION DAY(S) CURRENT YEAR	_____	_____
DOCKED TIME	_____	_____
RETREAT DAY(S) - IHM ONLY	_____	_____

Although no deduction is made from my pay check, my excused absences were taken for:

DEATH IN IMMEDIATE/EXT FAMILY <i>PLEASE LIST RELATIONSHIP TO EMPLOYEE ALONG WITH DATES</i>	_____	_____
MILITARY DUTY	_____	_____
JURY DUTY ***	_____	_____
SEVERE WEATHER DAY(S)	_____	_____
COMMUNITY SERVICE DAY(S)	_____	_____

DATE

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

Can be used between 7/1 and 9/30 **Days approved by President's decree. *Attach Jury duty receipt(s)*

IF BOTH SIGNATURES DO NOT APPEAR ON SHEET, PLEASE SEND A PHOTOCOPY TO PAYROLL.

SEND ORIGINAL AS SOON AS SIGNATURES ARE COMPLETE, MARK AS "SIGNED DUPLICATE"