

Suffolk University

Payroll Department

REPORT OF SICK AND VACATION TIME USED FOR ADMINISTRATORS

MONTH OF _____

Employee Name _____
(Please Print)

Please indicate VACATION taken this month.

Total Hours _____ Dates _____

Please indicate SICK TIME taken this month.

Total Hours _____ Dates _____

Please indicate PERSONAL TIME taken this month.

Total Hours _____ Dates _____

Supervisor Signature Date

Complete this report and return it to payroll by the 10th of the following month. To assure an up-to-date balance is recorded and to assure that you do not lose vacation accrual, return your report on time. All vacation and/or personal time taken will be deducted from the vacation and/or personal time balance that appears on your pay stub. The balance on the pay stub is reported in hours.

For Payroll
Logged on: System _____ Data Sheet _____