

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

Adjunct Staff Monthly Time Report

ATTENDANCE REPORT ADJUNCT FACULTY

MONTH ENDING \_\_\_\_\_

The PSC/CUNY Agreement which provides that Adjuncts may be excused for personal needs, which cannot be postponed, for one hour per semester for each hour they teach per week without loss of pay (Reasons: personal illness or personal emergencies including religious observance, death in immediate family).

Request for leave, where possible, must be made in advance, in writing to the Executive Officer/Head of Department. If it is not possible to make the request in advance, the Executive Officer/Head of Department should be informed as soon as possible. The reason provided must be satisfactory.

Instructions: Please complete the section below at the end of the month. Have your supervisor sign and forward it to the Graduate School and University Center, Office of Human Resources, Room 8403, 365 Fifth Avenue, New York, NY 10016 by the end of the first week of each month.

NAME: \_\_\_\_\_

PROGRAM/DEPARTMENT: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_

COMPLETED MONTHLY WORK SCHEDULE: [ ] YES [ ] NO

COLLEGE LOCATION: (if not GSUC) \_\_\_\_\_

NUMBER OF HOURS ABSENT DURING THE MONTH: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EXECUTIVE OFFICER OR DATE  
HEAD OF DEPARTMENT  
SIGNATURE

\_\_\_\_\_  
Print Name