Franklin County School District
Employee Monthly Record

Name: _____   Position: _____

Directions: Assign one of the following code letters (W, P, S, O, SD, R, or J) to each day of the month to indicate your status for that day.

W = Work Day	P = Personal Leave
S = Sick Leave	O = Off Contract
SD = Staff Development	R = Release Time
J = Jury Duty	PR = Professional Leave

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Directions: Total the number of days for each category and complete the calculations below.

	Work Day	Sick Leave	Personal Leave	**Total**	Off Contract
Total Days This Month	_____ +	_____ +	_____ =	_____	_____
Year-To-Date Total From Last Month	_____ +	_____ +	_____ =	_____	_____
Year-To-Date Total Days At End of This Month	_____ +	_____ +	_____ =	_____	_____

_____   _____   _____   _____
Signature   Date   Signature   Date