Diocese of Allentown

TEACHER ATTENDANCE RECORD

Teacher’s Name Grade/Position

Last First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI\_\_\_\_\_\_

S.S.#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full-time\_\_\_\_\_ Part-time\_\_\_\_\_ (Circle days of week: M,T,W,Th,F)

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Code\_\_\_\_\_\_ Year **2022-2023**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Day | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M  | T | W | Th | F | M | T | W | Th | F |
| AUG | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  AM |  |  |  |  |  |  |  |  | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
|  PM |  |  |  |  |  |  |  |  | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| SEPT |  |  |  | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 |
|  AM | / | / | / |  | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  PM  | / | / | / |  | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OCT | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 |  |  |  |  |
|  AM |  |  |  |  |  | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / |
|  PM |  |  |  |  |  | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / |
| NOV |  | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 |  |  |
|  AM | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / |  |  | / | / |
|  PM | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / |  |  | / | / |
| DEC |  |  |  | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 |
|  AM | / | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / | / | / |
|  PM | / | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / | / | / |
| JAN | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 |  |  |  |
|  AM | / |  |  |  |  |  |  |  |  |  | / |  |  |  |  |  |  |  |  |  |  |  | / | / | / |
|  PM | / |  |  |  |  |  |  |  |  |  | / |  |  |  |  |  |  |  |  |  |  |  | / | / | / |
| FEB |  |  | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 |  |  |  |
|  AM | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  | / |  |  |  |  |  |  | / | / | / |
|  PM  | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  | / |  |  |  |  |  |  | / | / | / |
| MARCH |  |  | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 |
|  AM | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  PM | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APRIL | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 |  |  |  |  |  |
|  AM |  |  |  | / | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / | / |
|  PM |  |  |  | / | / | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / | / | / | / | / |
| MAY | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 |  |  |
|  AM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / |  |  | / | / |
|  PM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | / |  |  | / | / |
| JUNE |  |  |  | 1 | 2 | 5 | 6 | 7 | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  AM  | / | / | / |  |  |  |  |  |  | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
|  PM | / | / | / |  |  |  |  |  |  | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |

I**NSERT AN ASTERISK (\*) TO INDICATE TEACHER PREPARATION DAY AND THE CLOSING OF SCHOOL.**

No. Days Absent \_\_\_\_\_\_\_\_\_ (any reason)

Sick Days used \_\_\_\_\_\_\_\_\_ (2022-23 Sch. yr.) (Codes 1-5)

 \*Sick Days Accumulated \_\_\_\_\_\_\_\_\_ (2022-23 Sch. yr.)

 \*See formula on reverse side

**Causes of Absence and Codes:**

**Category A** **Category B**

(Generally deductible from sick day accumulation) (Generally NOT deductible from sick day accumulation)

1. Illness/Teacher 6. Bereavement days 12. Lateness

2. Illness/Family (emergency) 7. Jury Duty 13. Special leave days

3. Maternity Leave 8. Wedding/Honeymoon (when granted)

4. Extended Sick Leave 9. Retreat 14. Personal Day

5. Emergency such as weather, car trouble, or 10. Workshop 15. Other (see reverse side)

other urgent emergency 11. Doctor or Dental Appt. (non-emergency)

15. OTHER – Note date and specific reason

Maternity leave/Sick leave – Note Date of Beginning and Ending

(Office of Education must have this information completed.)

Extended Illness – Note reason – Operation, Pneumonia, etc.

(Absence of three or more consecutive days should require a doctor’s note.)

## Summary of Personal Days

*Each full time teacher/administrator will have one (1) personal day each school year. These may be accumulated up to three days. If a fourth day is earned, it will be credited as an additional sick day.*

1. Number of unused Personal Days accumulated from the 2019-2022 School Year (0 or 3) \_\_\_\_\_\_\_\_\_\_

2. One Eligible Personal Day from 2022-2023 (add) + 1

5. Total Number of Personal Days Used 2022-2023 school year (subtract) -

6. Total accumulated unused personal days (as of June 2023, end of School Year) =

DIRECTIONS FOR SICK DAY COMPUTATION

Full time personnel are entitled to receive compensation while absent for valid sickness or medical reason or emergency according to the following formula:

 One day for each month of service completed to a maximum of 11 days per school year.

The maximum accumulation of sick days is one hundred and ninety (190) days. Unused sick days beyond the maximum are also counted for compensation at retirement and will replace used sick days in the one hundred and ninety (190) day limit after a teacher has returned to work for ninety (90) teaching days.

In computing the number of unused sick days please use the following formula:

|  |  |
| --- | --- |
| 11 days earned for - minus no. of days absent forentire school year of service sickness or emergency  | = balance of accumulated or unused sick days |
| (Code 1 thru 5 ) |

### SUMMARY OF SICK DAYS ACCUMULATED

No. of unused sick days accumulated for 2022-2023 school year

No. of unused sick days accumulated for previous years +

Total accumulated sick days (as of June 2023, end of school year)

Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEND ORIGINAL ATTENDANCE TO THE OFFICE OF EDUCATION. KEEP A COPY IN TEACHER’S FILE. (Revised 5/22)