

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
**Instructional Staff – Leave Record**  
**-TEACHING-**

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
(Print or Type Name)

**Leave record must be submitted to the Office of Human Resources by the 5<sup>th</sup> of each month.**

<p><b>SICK LEAVE</b> - (Exact dates of leave are to be reported. If none, write “NONE”)</p> <p>Number of days absent _____</p> <p>Exact dates of leave _____</p> <p>_____</p> <p>Doctor’s note submitted? _____ Yes _____ No<sup>1</sup> (<b>Please check one</b>)</p>
--

<p><b>JURY DUTY</b> _____<sup>2</sup> <b>RELIGIOUS OBSERVANCE</b> _____<sup>3</sup></p> <p>Number of days absent _____</p> <p>Exact dates of leave _____</p> <p>_____</p>
---

Remarks:

\_\_\_\_\_  
Staff Member Signature                      Date                      Dept. Head/Supervisor Signature                      Date

Note: <sup>1</sup> For an illness in excess of 5 consecutive workdays, an original physician’s certificate must be attached to the leave record.  
<sup>2</sup> Pursuant to Article 32 of the PSC/CUNY Collective Bargaining Agreement, Jury Duty is paid leave time.  
<sup>3</sup> A day taken for Religious Observance when classes are in session is an unpaid leave day.