

BENNINGTON COLLEGE

SICK TIME, BEREAVEMENT AND JURY DUTY USAGE REPORT

DEPARTMENT NAME	MONTH:
-----------------	--------

Please indicate any full or partial sick, bereavement or jury duty days taken for all staff within your department. If no sick, bereavement or jury duty time was used within the department, please indicate such by checking the box below.

No sick, bereavement or jury duty time was utilized by any departmental staff member

SICK, BEREAVEMENT OR JURY DUTY DAYS USED DURING THIS MONTH	
EMPLOYEE NAME	TYPE OF TIME OFF AND DATE(S) TAKEN

PREPARED BY	DATE
DEPARTMENT HEAD SIGNATURE	DATE

Please return completed forms to Human Resources for processing.