

SANTA FE COLLEGE

FIGURING PARTIAL DAYS MISSED

Number Class Minutes Missed + Number Office or Other Contractual
Obligation Minutes Missed = Total Minutes Missed

Number Class Minutes Scheduled + Number Office or Other Contractual
Obligation Minutes Scheduled = Total Minutes Scheduled

Total Number minutes missed divided by total number minutes scheduled = _____ %

Multiply that percent (%) by 480 minutes (# minutes in 8 hours day) = _____

Divided by 60 will give you # of hours missed = _____

Employee Name

SFC ID#

Date