

# SANTA FE COLLEGE

## FIGURING PARTIAL DAYS MISSED

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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 = \_\_\_\_\_

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Employee Name

SFC ID#

Date