Reset Form

2009 leave record

This form provides a means to calculate your leave balances for the current year. The amount of annual leave you earn per pay period depends upon your length of service as follows: 0-3 years - 4hours; 3-15 years - 6 hours (10 hours in the last pay period); 15 years and over - 8 hours. Full time employees earn 4 hours of sick leave each pay period regardless of length of service. (Diagonal line through date field indicates Federal Holiday.)

A – Annual	**CE – Compensatory Earned**	**L – Leave Without Pay**	**E – Excused**	**CL – Court**
S – Sick	**CU – Compensatory Used**	**H – Holiday**	**ML – Military**	**CT – Credit Time**

Pay Period Begin Date	Daily Record of Leave Used During Each Pay Period Example: If you are sick 4 hours, enter S-4 under appropriate day. If you take a day of annual leave, enter A-8 for that day.														ANNUAL Balance 01/03/2009			SICK Balance 01/03/2009			OTHER Balance 01/03/2009		
	Sun	**Mon**	**Tues**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Mon**	**Tues**	**Wed**	**Thur**	**Fri**	**Sat**	Earned	Used	**Balance**	Earned	Used	**Balance**	Earned	Used	**Balance**
January 4, 2009																							
January 18, 2009		/																					
February 1, 2009																							
February 15, 2009		/																					
March 1, 2009																							
March 15, 2009																							
March 29, 2009																							
April 12, 2009																							
May 10, 2009																							
May 24, 2009		/																					
June 7, 2009																							
June 21, 2009													/										
July 5, 2009																							
July 19, 2009																							
August 2, 2009																							
August 16, 2009																							
August 30, 2009									/														
September 13, 2009																							
September 27, 2009																							
October 11, 2009		/																					
October 25, 2009																							
November 8, 2009				/																			
November 22, 2009					/																		
December 6, 2009																							
December 20, 2009						/							/										

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