THERE'S ONE FOR YOU AND ONE TO PASS ALONG TO A FRIEND!

2003 Leave Record

DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD

Example: If you take a day of sick leave, enter S-8 for that day. If you take a day of annual leave, enter A-8 for that day.

	LEAVE PERIODS	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ANNUAL LEAVE Carried Over_____ Earned/Used/Balance	SICK LEAVE Carried Over _____ Earned/Used/Balance	OTHER LEAVE Carried Over _____ Earned/Used/Balance
1	Jan 12 - Jan 25									H							4	
2	Jan 26 - Feb 8																4	
3	Feb 9 - Feb 22									H							4	
4	Feb 23 - Mar 8																4	
5	Mar 9 - Mar 22																4	
6	Mar 23- Apr 5																4	
7	Apr 6 - Apr 19																4	
8	Apr 20 - May 3																4	
9	May 4 - May 17																4	
10	May 18 - May 31									H							4	
11	Jun 1 - Jun 14																4	
12	Jun 15 - Jun 28																4	
13	Jun 29 - Jul 12						H										4	
14	Jul 13 - Jul 26																4	
15	Jul 27 - Aug 9																4	
16	Aug 10 - Aug 23																4	
17	Aug 24 - Sep 6									H							4	
18	Sep 7 - Sep 20																4	
19	Sep 21 - Oct 4																4	
20	Oct 5 - Oct 18									H							4	
21	Oct 19 - Nov 1																4	
22	Nov 2 - Nov 15										*H						4	
23	Nov 16 - Nov 29												H				4	
24	Nov 30 - Dec 13																4	
25	Dec 14 - Dec 27												H				4	
26	Dec 28 - Jan 10					H											4	

A – Annual
S – Sick
H – Holiday
CE – Compensatory Earned
CU – Compensatory Used
L – Leave Without Pay
E – Excused
ML – Military
CL – Court
F – Flex Day

**Veterans Day - Obsvd*

Note: Annual Leave earned each pay period depends on your length of service:
Less than 3 years.....4 hrs.
3 - 15 years .....6 hrs. (10 hrs. in last pay period)
15 years and over.....8 hrs.

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*** Veterans Day - Obsvd**

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22	Nov 2 - Nov 15										*H						4	
23	Nov 16 - Nov 29												H				4	
24	Nov 30 - Dec 13																4	
25	Dec 14 - Dec 27												H				4	
26	Dec 28 - Jan 10					H											4	