Reset Form

2014 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 01/11/2014			SICK Balance 01/11/2014			OTHER Balance 01/11/2014		
	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
January 12, 2014									/									4.00		4.00			
January 26, 2014																		4.00		8.00			
February 9, 2014									/									4.00		12.00			
February 23, 2014																		4.00		16.00			
March 9, 2014																		4.00		20.00			
March 23, 2014																		4.00		24.00			
April 6, 2014																		4.00		28.00			
April 20, 2014																		4.00		32.00			
May 4, 2014																		4.00		36.00			
May 18, 2014									/									4.00		40.00			
June 1, 2014																		4.00		44.00			
June 15, 2014																		4.00		48.00			
June 29, 2014						/												4.00		52.00			
July 13, 2014																		4.00		56.00			
July 27, 2014																		4.00		60.00			
August 10, 2014																		4.00		64.00			
August 24, 2014									/									4.00		68.00			
September 7, 2014																		4.00		72.00			
September 21, 2014																		4.00		76.00			
October 5, 2014									/									4.00		80.00			
October 19, 2014																		4.00		84.00			
November 2, 2014										/								4.00		88.00			
November 16, 2014												/						4.00		92.00			
November 30, 2014																		4.00		96.00			
December 14, 2014												/						4.00		100.00			
December 28, 2014					/													4.00		104.00			

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