

Name \_\_\_\_\_ Date of full-time employment \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_ Fiscal Year **2011-12**

Record leave using the following chart. **Leave may be used in one hour increments.**

B-Bereavement C-Catastrophic Leave W-Weather F-Family & Medical Leave H-Holiday I-Injury on Job J-Jury M-Military Leave P-Personal Time  
 S-Sick Leave SH-Summer Hours Off w/Pay U-Unpaid Absence V-Vacation W-Paid Weather Day

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Jun				X	X						X	X						X	X						X	X									
Jul		X	X	H						X	X						X	X						X	X						X	X			
Aug						X	X						X	X							X	X							X	X					
Sep			X	X	H					X	X							X	X						X	X									
Oct	X	X						X	X						X	X							X	X						X	X				
Nov					X	X						X	X							X	X					H	H	X	X						
Dec			X	X						X	X						X	X							X	X	H	H	H	H	H	H	X		
Jan	X						X	X					X	X	H						X	X							X	X					
Feb				X	X						X	X						X	X						X	X									
Mar			X	X						X	X							X	X						X	X									X
Apr	X					H	X	X					X	X								X	X						X	X					
May					X	X						X	X							X	X					X	X	H							

**ATTENDANCE RECORD**

Accrued vacation must be taken within 12 months of the month in which it is earned. Vacation not taken during this period is lost.

VACATION	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Beginning balance												
Earned for month												
TOTAL												
Used this month												
Ending Balance												

Sick leave is earned at 8 hours per month, maximum accumulation of 960 hours.

SICK LEAVE	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Beginning balance												
Earned for month												
TOTAL												
Used this month												
Ending Balance												