

LEGEND:
 ■ = Last day of Month A = Annual Leave S = Sick Leave
 H = Holiday M = Military Leave R = Restored Leave

SUGGESTED CODES:
 E = Excused W = Absent Without Leave CE = Compensation Time Earned OT = Overtime
 D = Award Leave L = Leave Without Pay CU = Compensation Time Used C = Continuation of Pay for Traumatic

TOUR OF DUTY

LEAVE EARNED	LEAVE CATEGORY	PER PAY PERIOD		PER LEAVE YEAR				*10 hours pay period ending 12/22.								ANNUAL LEAVE			SICK LEAVE				
		ANNUAL	SICK	ANNUAL	SICK	ANNUAL	SICK	ANNUAL	SICK	ANNUAL	SICK	ANNUAL	SICK	ANNUAL	SICK	ANNUAL	SICK						
		4	4	104	104	6	4	160	104	8	4	208	104	CARRY-OVER		CARRY-OVER							
PAY PERIOD		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	OPENING BALANCE		OPENING BALANCE					
CODE	DATES															THIS PAY PERIOD EARNED		USED TO DATE	BALANCE	THIS PAY PERIOD EARNED		USED TO DATE	BALANCE
2	1/7 - 1/20									H													
3	1/21 - 2/3												■										
4	2/4 - 2/17																						
5	2/18 - 3/3		H										■										
6	3/4 - 3/17																						
7	3/18 - 3/31															■							
8	4/1 - 4/14																						
9	4/15 - 4/28																						
10	4/29 - 5/12		■																				
11	5/13 - 5/26																						
12	5/27 - 6/9		H							■													
13	6/10 - 6/23																						
14	6/24 - 7/7													H									
15	7/8 - 7/21																						
16	7/22 - 8/4																						
17	8/5 - 8/18																						
18	8/19 - 9/1																						
19	9/2 - 9/15		H																				
20	9/16 - 9/29																						
21	9/30 - 10/13	■								H													
22	10/14 - 10/27																						
23	10/28 - 11/10																						
24	11/11 - 11/24		H											H									
25	11/25 - 12/8																						
26	12/9 - 12/22																						
1	12/23 - 1/5			H																			

EMPLOYEE	ADDRESS (Street, City, State, and ZIP Code)	LEAVE CATEGORY CODE	BLOCK NUMBER	SERVICE COMPUTATION DATE	The untitled columns above and on the back provide space to record other leave or premium pay categories that may apply.
	LAST NAME, FIRST NAME, MIDDLE INITIAL	TELEPHONE NUMBER	ENTERED ON OR TRANSMITTAL DATE		

This optional form is for timekeepers to use in recording daily and bi-weekly pay and leave activity. The form is a record of what SHOULD BE recorded into the official payroll system. The bi-weekly Earnings and Leave Statement, the Supervisor's Time and Attendance Report, and the Premium Pay Report as well as other management reports reflect what IS in the official payroll system. Those reports should agree with the data on this form. The untitled columns on this form may be used to maintain usage and balances for any leave and premium pay categories that may apply for an individual employee. Examples: Leave categories - Shared (Donated), Restored, Award, Family Friendly (Sick or Medical), Military, Compensatory Leave, and Credit Hours. Premium Pay hours include Environmental Differential Pay, Sunday Premium, Night Differential, as well as Overtime, and can be included.

PAY PERIOD		OTHER TYPES OF LEAVE CATEGORIES																
CODE	DATES																	
2	1/7 - 1/20																	
3	1/21 - 2/3																	
4	2/4 - 2/17																	
5	2/18 - 3/3																	
6	3/4 - 3/17																	
7	3/18 - 3/31																	
8	4/1 - 4/14																	
9	4/15 - 4/28																	
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11	5/13 - 5/26																	
12	5/27 - 6/9																	
13	6/10 - 6/23																	
14	6/24 - 7/7																	
15	7/8 - 7/21																	
16	7/22 - 8/4																	
17	8/5 - 8/18																	
18	8/19 - 9/1																	
19	9/2 - 9/15																	
20	9/16 - 9/29																	
21	9/30 - 10/13																	
22	10/14 - 10/27																	
23	10/28 - 11/10																	
24	11/11 - 11/24																	
25	11/25 - 12/8																	
26	12/9 - 12/22																	
1	12/23 - 1/5																	