

**LEGEND:**  
 ■ = Last day of Month    A = Annual Leave    S = Sick Leave    E = Excused    W = Absent Without Leave    CE = Compensation Time Earned    OT = Overtime  
 H = Holiday    M = Military Leave    R = Restored Leave    D = Award Leave    L = Leave Without Pay    CU = Compensation Time Used    C = Continuation of Pay for Traumatic

**SUGGESTED CODES:**

**TOUR OF DUTY**

LEAVE EARNED: ▶		LEAVE CATEGORY														ANNUAL LEAVE						SICK LEAVE							
		ANNUAL				PER PAY PERIOD				SICK						CARRYOVER			LEAVE HOURS			CARRYOVER			LEAVE HOURS				
		4				1 Hour per 20 worked				1 Hour is earned for each						TOTAL HOURS WORKED			LEAVE HOURS WORK HOURS			TOTAL HOURS WORKED			LEAVE HOURS WORK HOURS				
PAY PERIOD		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL HOURS WORKED	HOURS APPLIED TO LEAVE EARNED	BALANCE OF HOURS WORKED	THIS PAY PERIOD EARNED	USED	USED TO DATE	BALANCE	TOTAL HOURS WORKED	HOURS APPLIED TO LEAVE EARNED	BALANCE OF HOURS WORKED	THIS PAY PERIOD EARNED	USED	USED TO DATE	BALANCE
CODE	DATES																												
2	1/8 - 1/21									H																			
3	1/22 - 2/4										■																		
4	2/5 - 2/18											■																	
5	2/19 - 3/4		H									■																	
6	3/5 - 3/18																												
7	3/19 - 4/1														■														
8	4/2 - 4/15																												
9	4/16 - 4/29																												
10	4/30 - 5/13	■																											
11	5/14 - 5/27																												
12	5/28 - 6/10		H		■																								
13	6/11 - 6/24																												
14	6/25 - 7/8						■					H																	
15	7/9 - 7/22																												
16	7/23 - 8/5											■																	
17	8/6 - 8/19																												
18	8/20 - 9/2														■														
19	9/3 - 9/16		H																										
20	9/17 - 9/30																												
21	10/1 - 10/14														H														
22	10/15 - 10/28																												
23	10/29 - 11/11																												
24	11/12 - 11/25																												
25	11/26 - 12/9																												
26	12/10 - 12/23																												
1	12/24 - 1/6		H																										

<b>EMPLOYEE</b>	ADDRESS (Street, City, State, and ZIP Code)	LEAVE CATEGORY CODE	BLOCK NUMBER	SERVICE COMPUTATION DATE
	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	1/8 - 1/21																
3	1/22 - 2/4																
4	2/5 - 2/18																
5	2/19 - 3/4																
6	3/5 - 3/18																
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