

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 | | | | | | | |
|-----------------|---------------|----------------|--------|---------|-----------|----------------------|--------|----------|--------|---------------------------|---------|-----------|----------|--------|----------|--------------------|-------------------------------|-------------------------|------------------------|------|--------------|------------|--------------------|-------------------------------|-------------------------|------------------------|------|--------------|---------|
| | | 4 | | | | 1 Hour per 20 worked | | | | 1 Hour is earned for each | | | | | | CARRYOVER | | | LEAVE HOURS | | | CARRYOVER | | | LEAVE HOURS | | | | |
| | | 6 | | | | 1 Hour per 13 worked | | | | 20 worked, regardless of | | | | | | WORK HOURS | | | WORK 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 | 1/3 - 1/16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 1/17 - 1/30 | | H | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 1/31 - 2/13 | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 2/14 - 2/27 | | H | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 2/28 - 3/13 | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 3/14 - 3/27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 3/28 - 4/10 | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 4/11 - 4/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 4/25 - 5/8 | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | |
| 11 | 5/9 - 5/22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 5/23 - 6/5 | | | | | | | | | H | ■ | | | | | | | | | | | | | | | | | | |
| 13 | 6/6 - 6/19 | | | | | | | | | | | | | H | | | | | | | | | | | | | | | |
| 14 | 6/20 - 7/3 | | | | | | | | | | | ■ | | | | | | | | | | | | | | | | | |
| 15 | 7/4 - 7/17 | | H | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 7/18 - 7/31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 8/1 - 8/14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 8/15 - 8/28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 8/29 - 9/11 | | | | ■ | | | | | H | | | | | | | | | | | | | | | | | | | |
| 20 | 9/12 - 9/25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 9/26 - 10/9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 10/10 - 10/23 | | H | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 10/24 - 11/6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 11/7 - 11/20 | | | | | H | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 11/21 - 12/4 | | | | | H | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 12/5 - 12/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 12/19 - 1/1 | | | | | | H | | | | | | | | | | | | | | | | | | | | | | |

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|-----------------|---|---------------------|--------------|--------------------------------|
| EMPLOYEE | 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 | 1/3 - 1/16 | | | | | | | | | | | | | | | | |
| 3 | 1/17 - 1/30 | | | | | | | | | | | | | | | | |
| 4 | 1/31 - 2/13 | | | | | | | | | | | | | | | | |
| 5 | 2/14 - 2/27 | | | | | | | | | | | | | | | | |
| 6 | 2/28 - 3/13 | | | | | | | | | | | | | | | | |
| 7 | 3/14 - 3/27 | | | | | | | | | | | | | | | | |
| 8 | 3/28 - 4/10 | | | | | | | | | | | | | | | | |
| 9 | 4/11 - 4/24 | | | | | | | | | | | | | | | | |
| 10 | 4/25 - 5/8 | | | | | | | | | | | | | | | | |
| 11 | 5/9 - 5/22 | | | | | | | | | | | | | | | | |
| 12 | 5/23 - 6/5 | | | | | | | | | | | | | | | | |
| 13 | 6/6 - 6/19 | | | | | | | | | | | | | | | | |
| 14 | 6/20 - 7/3 | | | | | | | | | | | | | | | | |
| 15 | 7/4 - 7/17 | | | | | | | | | | | | | | | | |
| 16 | 7/18 - 7/31 | | | | | | | | | | | | | | | | |
| 17 | 8/1 - 8/14 | | | | | | | | | | | | | | | | |
| 18 | 8/15 - 8/28 | | | | | | | | | | | | | | | | |
| 19 | 8/29 - 9/11 | | | | | | | | | | | | | | | | |
| 20 | 9/12 - 9/25 | | | | | | | | | | | | | | | | |
| 21 | 9/26 - 10/9 | | | | | | | | | | | | | | | | |
| 22 | 10/10 - 10/23 | | | | | | | | | | | | | | | | |
| 23 | 10/24 - 11/6 | | | | | | | | | | | | | | | | |
| 24 | 11/7 - 11/20 | | | | | | | | | | | | | | | | |
| 25 | 11/21 - 12/4 | | | | | | | | | | | | | | | | |
| 26 | 12/5 - 12/18 | | | | | | | | | | | | | | | | |
| 1 | 12/19 - 1/1 | | | | | | | | | | | | | | | | |