LEGEND:
■ = Last day of Month
H = Holiday

SUGGESTED CODES:
A = Annual Leave
M = Military Leave
S = Sick Leave
R = Restored Leave
E = Excused
D = Award Leave
W = Absent Without Leave
L = Leave Without Pay
CE = Compensation Time Earned
CU = Compensation Time Used
OT = Overtime
C = Continuation of Pay for Traumatic

TOUR OF DUTY

LEAVE EARNED

LEAVE CATEGORY	PER PAY PERIOD ANNUAL	PER PAY PERIOD SICK	PER LEAVE YEAR ANNUAL	PER LEAVE YEAR SICK
4	4	4	104	104
6	6*	4	160	104
8	8	4	208	104

*10 hours pay period ending 12/18.

ANNUAL LEAVE		SICK LEAVE	
CARRY-OVER		CARRY-OVER	
OPENING BALANCE		OPENING BALANCE	

PAY PERIOD CODE	PAY PERIOD DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	ANNUAL THIS PAY PERIOD EARNED	ANNUAL THIS PAY PERIOD USED	ANNUAL USED TO DATE	ANNUAL BALANCE	SICK THIS PAY PERIOD EARNED	SICK THIS PAY PERIOD USED	SICK USED TO DATE	SICK BALANCE			
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																									
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							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	1/3 - 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																		
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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																		