LEGEND:
■ = Last day of Month
H = Holiday
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

SUGGESTED CODES: **CUI when filled in**

TOUR OF DUTY

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

*10 hours pay period ending 12/26.

	ANNUAL LEAVE				SICK LEAVE			
CARRY-OVER					CARRY-OVER			
OPENING BALANCE					OPENING BALANCE			
	THIS PAY PERIOD		USED TO DATE	BALANCE	THIS PAY PERIOD		USED TO DATE	BALANCE
	EARNED	USED			EARNED	USED		

PAY PERIOD																								
CODE	DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY									
3	1/11 - 1/24									H														
4	1/25 - 2/7							■																
5	2/8 - 2/21									H														
6	2/22 - 3/7							■																
7	3/8 - 3/21																							
8	3/22 - 4/4										■													
9	4/5 - 4/18																							
10	4/19 - 5/2												■											
11	5/3 - 5/16																							
12	5/17 - 5/30									H														
13	5/31 - 6/13	■																						
14	6/14 - 6/27						H																	
15	6/28 - 7/11			■			H																	
16	7/12 - 7/25																							
17	7/26 - 8/8						■																	
18	8/9 - 8/22																							
19	8/23 - 9/5									■														
20	9/6 - 9/19		H																					
21	9/20 - 10/3											■												
22	10/4 - 10/17									H														
23	10/18 - 10/31														■									
24	11/1 - 11/14											H												
25	11/15 - 11/28												H											
26	11/29 - 12/12		■																					
27	12/13 - 12/26													H										
1	12/27 - 1/9					■	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	

CUI when filled in

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