

ATTENDANCE and LEAVE RECORD

Year 2010

Name: _____

State Employment Since: _____

Employee Number: _____

Annual Leave Rate: _____

Agency: _____

																Sick Leave			Annual Leave			Overtime				Family Sick																									
																Bal Fwd.			Bal Fwd			Bal Fwd →				Bal																									
																Ern'd	Used	Bal	Ern'd	Used	Bal.	Reg O.T. Ern'd	Conv. To 1/2	Used	P.P. Pd	Bal	Accu	PP Deduct																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																				
JAN	H																																																		
FEB			H																																																
MAR																																																			
APRIL																																																			
MAY																																																			
JUNE																																																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																				
JULY					H																																														
AUG																																																			
SEPT						H																																													
OCT																																																			
NOV																																																			
DEC																																																			

CODES:
 A – Annual Leave C – Civil M – Military O- Overtime X – Non Work Day F – Unpaid Leave/Furlough
 S – Sick Leave W – Without Pay OL – Other Paid Leave H – Holiday FS – Family Sick