

# ATTENDANCE and LEAVE RECORD

## Year 2009

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																																																				
				H																																																	
FEB																																																					
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																																																					
OCT																																																					
NOV																																																					
DEC																																																					

**CODES:**

A – Annual Leave  
S – Sick Leave

C – Civil  
W – Without Pay

M – Military  
OL – Other Paid Leave

O- Overtime  
H – Holiday

X – Non Work Day  
FS – Family Sick