UNCLASSIFIED STAFF LEAVE REPORT

To: Human Resources

Except for those absences noted below, chargeable to vacation, sick leave, or holiday compensatory time, I have not been absent for the month of ____________________, 20__.

VACATION LEAVE (Calendar Year and College Year Appointments Only)

Number of days taken ____________________

Date(s) ____________________

SICK LEAVE (Academic, Calendar Year, and College Year Appointments)

Employee

Number of days taken ____________________

Date(s) ____________________

Family (limited to 15 days per contract year)

Number of days taken ____________________

Date(s) ____________________

HOLIDAY COMPENSATORY TIME USED (Calendar Year and College Year Appointments Only)

Number of days taken ____________________

Date(s) ____________________

RECORD OF HOLIDAY(S) WORKED DURING MONTH

Number of Holiday(s) Worked ____________________

Date(s) ____________________

Notes: Record partial days as .25, .50, .75
Leave for personal reasons should be charged to Vacation Credits or Holiday Compensatory time. Academic Year Personnel do not accrue Vacation Credits or Holiday Compensatory time. Academic Year Personnel accrue sick leave only during the period of their Professional Obligation. College Year Personnel accrue leave credits only during the period of their Professional Obligation.

Signed

Department

Date

Distribution: White - Human Resources; Yellow - Supervisor; Pink - Employee