

**LEGEND:**  
 ■ = Last day of Month    A = Annual Leave    S = Sick Leave    H = Holiday  
 H = Holiday    M = Military Leave    R = Restored Leave

**SUGGESTED CODES:**  
 E = Excused    W = Absent Without Leave    CE = Compensation Time Earned    OT = Overtime  
 D = Award Leave    L = Leave Without Pay    CU = Compensation Time Used    C = Continuation of Pay for Traumatic

**TOUR OF DUTY**

LEAVE EARNED: ▶		LEAVE CATEGORY														ANNUAL LEAVE						SICK LEAVE											
		4				1 Hour per 20 worked				1 Hour is earned for each						CARRYOVER			LEAVE HOURS			CARRYOVER			LEAVE HOURS								
		6				1 Hour per 13 worked				20 worked, regardless of						WORK HOURS			WORK HOURS			WORK HOURS											
PAY PERIOD		ANNUAL														TOTAL HOURS WORKED			HOURS APPLIED TO LEAVE EARNED			BALANCE OF HOURS WORKED			THIS PAY PERIOD			USED TO DATE			BALANCE		
CODE	DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	EARNED	USED	DATE	EARNED	USED	DATE	EARNED	USED	DATE	EARNED	USED	DATE						
3	1/12 - 1/25									H																							
4	1/26 - 2/8						■																										
5	2/9 - 2/22									H																							
6	2/23 - 3-8						■																										
7	3/9 - 3/22																																
8	3/23 - 4/5									■																							
9	4/6 - 4/19																																
10	4/20 - 5/3												■																				
11	5/4 - 5/17																																
12	5/18 - 5/31									H																							
13	6/1 - 6/14																																
14	6/15 - 6/28																																
15	6/29 - 7/12		■				H																										
16	7/13 - 7/26																																
17	7/27 - 8/9						■																										
18	8/10 - 8/23																																
19	8/24 - 9/6									■	H																						
20	9/7 - 9/20																																
21	9/21 - 10/4																																
22	10/5 - 10/18									H																							
23	10/19 - 11/1																																
24	11/2 - 11/15											H																					
25	11/16-11/29												H																				
26	11/30 - 12/13		■																														
1	12/14-12/27												H																				
2	12/28 - 1/10						H																										

<b>EMPLOYEE</b>	ADDRESS (Street, City, State, and ZIP Code)	LEAVE CATEGORY CODE	BLOCK NUMBER	SERVICE COMPUTATION DATE
	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																
3	1/12 - 1/25																
4	1/26 - 2/8																
5	2/9 - 2/22																
6	2/23 - 3/8																
7	3/9 - 3/22																
8	3/23 - 4/5																
9	4/6 - 4/19																
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26	11/30 - 12/13																
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