

### Time and Leave Record

#### Full-Time Non-Teaching Instructional Staff Employees

Month \_\_\_\_\_ Year \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_

Day of Month	Regular Time Worked: Include Sat. & Sun.			Sick Leave Taken			Annual Leave Taken		
	Days	Hours	Minutes	Days	Hours	Minutes	Days	Hours	Minutes
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									
<b>Total</b>									

#### Annual Leave

##### Earned Leave Per Month

Days Hours Minutes

A Accumulated Leave Brought Forward

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

B Earned Leave Current Month

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

C **Subtotal ( A plus B )**

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

D Leave Taken Current Month

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

E **Total Accumulated Leave (C minus D)**

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

#### Sick Leave

F Accumulated Sick Leave Brought Forward

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

G Sick Leave Credit Current Month

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

H **Subtotal ( F plus G )**

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

I Sick Leave Taken Current Month

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

J **Total Accumulated Sick Leave ( H minus I )**

Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes \_\_\_\_\_

#### Unscheduled Holidays (U) Indicate Date Taken:

U #1 \_\_\_\_\_

U #4 \_\_\_\_\_

U #2 \_\_\_\_\_

U #5 \_\_\_\_\_

U #3 \_\_\_\_\_

U #6 \_\_\_\_\_

To the best of my knowledge this report is accurate.

Staff Member \_\_\_\_\_

Signature \_\_\_\_\_

Head of Office (Report Checked by) \_\_\_\_\_

Signature \_\_\_\_\_