

Timesheet due:

**Leave Use and Accrual Record  
Exempt Employee**

Employee Name \_\_\_\_\_ Month/Year \_\_\_\_\_

Unit \_\_\_\_\_ Total % Dist. \_\_\_\_\_

Personnel Program \_\_\_\_\_ FTE \_\_\_\_\_ Acct # \_\_\_\_\_

**MONTHLY USE RECORD**

Vacation Used		Sick Leave Used		Other Leave Used <sup>1</sup>		Leave Without Pay	
Date(s)	Hours	Date(s)	Hours	Date(s)	Hours	Date(s)	Hours
Total		Total		Total		Total	

Employee Signature / Date \_\_\_\_\_

Supervisor Signature / Date \_\_\_\_\_

**CONTROL OFFICE USE ONLY**

**ACCRUAL RECORD**

	vacation <sup>2</sup>	sick leave	other leave <sup>3</sup>
Balance forward from prior Leave Use & Accrual Record			
Less Leave Used (from above)	-	-	-
Plus hours Accrued	+	+	+
Balance (end of current month)			

Current Month Holiday(s) 


Vac. Code	
Maximum	
Vac. Accrual	

Unit Review  
(initials) \_\_\_\_\_

<sup>1</sup> Other leave includes administrative leave, educational and professional development leave, military leave, TRIP bonus, catastrophic leave and compensatory time off.  
<sup>2</sup> Refer to personnel program policy regarding accrual rates, maximum accrual hours, and use.  
<sup>3</sup> Other leave includes TRIP bonus; catastrophic leave; compensatory time off, etc.