

## Leave Use and Accrual Record Exempt Employee

Employee Name: _____	Month/Year _____
Unit: _____	Percent Time (FTE): _____
Personnel Program: _____	Account # _____

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)

Unit Review (Initials) \_\_\_\_\_

Vac. Code \_\_\_\_\_

Maximum Vac. Accrual \_\_\_\_\_

<sup>1</sup>Other leave includes administrative leave, educational and professional development leave, military leave, TRIP bonus, catastrophic leave and compensatory

<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.