

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 ¹		Leave Without Pay	
Date(s)	Hours	Date(s)	Hours	Date(s)	Hours	Date(s)	Hours
Total	0	Total	0	Total	0	Total	0

Employee Signature / Date _____

Supervisor Signature / Date _____

CONTROL OFFICE USE ONLY

ACCRUAL RECORD

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

Unit Review (initials) _____

Current Month Holiday(s)

Vac. Code _____
Maximum _____
Vac. Accrual _____

¹ Other leave includes administrative leave, educational and professional development leave, military leave, TRIP bonus, catastrophic leave and compensatory time off.

² Refer to personnel program policy regarding accrual rates, maximum accrual hours, and use.

³ Other leave includes TRIP bonus; catastrophic leave; compensatory time off, etc.