

DAILY RECORD OF LEAVE

LOCATION:

CALENDAR YEAR:

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Annual Leave			Sick Leave			Forf. Leave		FLSA Leave			Ga Comp Leave			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Bal	Earn	Used	Bal	Earn	Used	Forf	Bal	Bal	Earn	Used	Bal	Earn	Used
JAN																														
FEB																														
MAR																														
APR																														
MAY																														
JUN																														

LABEL (Name, Emp ID, Continuouse Unbroken Service Date)

Monthly Annual Leave Accrual: ____ 10 ____ 12 ____ 14 ____ Other

PERSONAL LEAVE				
Month	Total	PL Used		Balance
		1-15	16-31	
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				

LEAVE CODES			
F	FLSA Compensatory	H	Holiday
A	Annual	J	Court or Judicial
S	Sick	P	Personal
M	Military	X	Day Off
G	State Compensatory	L	Leave Without Pay - A
SWOP	Suspension Without Pay	UL	Leave Without Pay - U

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JUL																														
AUG																														
SEP																														
OCT																														
NOV																														
DEC																														

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JAN				
FEB				
MAR				
APR				
MAY				
JUNE				

HOLIDAYS			
Date Taken		Date Taken	
New Year's Day		Columbus Day	
King's Birthday		Veteran's Day	
Confederate Memorial		Thanksgivign Day	
National Memorial		Robert Lee's Obsv.	
Independence Day		Christmas Day	
Labor Day		Washington's Obsv.	