



**MONTHLY LEAVE REPORT FOR ACADEMIC EMPLOYEES**

*August 16, 20*

*through August 15, 20*

<b>NAME:</b>	<b>UIN:</b>
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**DEPARTMENT NAME:**

Vacation	Sick Leave		<b>NOTE: Quarterly reporting is required for all units reporting to the Chancellor and the Provost.</b>  +12 days are cumulative, 13 days non-cumulative. 12 days are used first, 13 days next, then prior year accrued non-compensable and finally compensable balance.  * Accrual of compensable sick leave ended on December 31, 1997. Balance represents accrual through 12-31-97 less any usage of compensable sick leave since that date.
	Non -Compensable*	Compensable*	
Prior year balances			
Earned current year			

Effective 08/16/06, all exempt Academic employees who are not eligible for overtime should be reporting absences in half- and full-day increments only (except when leave is taken under the Family and Medical Leave Act). Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances. Part-time employees report absences as appropriate based on their appointment. Part-time employees report either half- or full-day equivalent to the value of their 'normal' day.

<u>Report in Hours</u> <u>Only: ½ day or Full</u> <u>day Increments</u>							
	Vacation	Sick Leave	Floating Holiday				
	<i>Hours</i>	<i>Hours</i>	<i>Days</i>	<i>Employee Signature</i>	<i>Date</i>	<i>Supervisor Signature</i>	<i>Date</i>
Aug 16-Sept 15							
Sept 16-Oct 15							
Oct 16-Nov 15							
Nov 16-Dec 15							
Dec 16-Jan 15							
Jan 16-Feb 15							
Feb 16-March 15							
March 16-April 15							
April 16-May 15							
May 16-June 15							
June 16-July 15							
July 16-Aug 15							
<b>Year End Total</b>							