

**VACATION AND SICK LEAVE RECORD**

Calendar Year: 2012

Name: \_\_\_\_\_

P.I.D.: \_\_\_\_\_

Department: University library—

Department Number: 5505

University Entry-on-Duty Date: \_\_\_\_\_

Total State Service Date: \_\_\_\_\_

Regular Work Schedule (Hours per Workweek): 40

**Vacation Leave Earned by Permanent Full Time Employee \* (Check One):**

Years of Total State Service	Hours Earned Each Month	Hours Earned in One Year
_____ less than 5	9 hrs 20 min	112
_____ 5 but less than 10	11 hrs 20 min	136
_____ 10 but less than 15	13 hrs 20 min	160
_____ 15 but less than 20	15 hrs 20 min	184
_____ 20 years or more	17 hrs 20 min	208

Vacation Leave																															**Balance from Prior Year:				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Earned	Taken	Balance	
JAN		H														H																			
FEB																																			
MAR																																			
APR						H																													
MAY																												H							
JUN																																			
JUL				H																															
AUG																																			
SEP			H																																
OCT																																			
NOV																							HH												
DEC																								HHH											
Total Vacation Leave Earned - Taken - Balance for Next Year																																			

\*\* Maximum carried to January 1 may never exceed 240 hours

**Sick Leave Earned by Permanent Full-Time Employee\* - 8 hours per month**

Sick Leave																															Balance from Prior Year:				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Earned	Taken	Balance	
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OCT																																			
NOV																								HH											
DEC																									HHH										
Total Sick Leave Earned - Taken - Balance for Next Year																																			

\* A permanent part-time employee (scheduled, regularly, at least 20 hours per week) earns vacation leave and sick leave on a pro rata basis. Vacation leave and sick leave are computed as a percentage of the amount the employee would earn if Permanent Full-Time.