

2015 Leave Record



The National Treasury Employees Union

www.nteu.org

Chapter No. _____ Telephone: _____

Note: Amount of annual leave you can earn each pay period depends upon your length of service as follows: Less than 3 years — 4 hours; 3-15 years — 6 hours (10 hours in last pay period); 15 years and over — 8 hours. Enter under "annual leave" the amount of vacation leave you earn each pay period.

A – Annual CP – Compensatory Time CH – Credit Hours E – Excused CL – Court
S – Sick L – Leave without Pay H – Holiday ML – Military F – Flex Day

2015 NFC PAY PERIODS	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD														ANNUAL LEAVE			SICK LEAVE			OTHER LEAVE						
	Example: If you are sick 4 hours, enter S4. If you take a day of annual leave, enter A8.														Carried Over _____			Carried Over _____			Carried Over _____						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance							
1	Jan 11 – Jan 24							H											4								
2	Jan 25 – Feb 7																		4								
3	Feb 8 – Feb 21							H											4								
4	Feb 22 – Mar 7																		4								
5	Mar 8 – Mar 21																		4								
6	Mar 22 – Apr 4																		4								
7	Apr 5 – Apr 18																		4								
8	Apr 19 – May 2																		4								
9	May 3 – May 16																		4								
10	May 17 – May 30							H											4								
11	May 31 – Jun 13																		4								
12	Jun 14 – Jun 27																		4								
13	Jun 28 – Jul 11					H													4								
14	Jul 12 – Jul 25																		4								
15	Jul 26 – Aug 8																		4								
16	Aug 9 – Aug 22																		4								
17	Aug 23 – Sep 5																		4								
18	Sep 6 – Sep 19	H																	4								
19	Sep 20 – Oct 3																		4								
20	Oct 4 – Oct 17							H											4								
21	Oct 18 – Oct 31																		4								
22	Nov 1 – Nov 14										H								4								
23	Nov 15 – Nov 28											H							4								
24	Nov 29 – Dec 12																		4								
25	Dec 13 – Dec 26													H					4								
26	Dec 27 – Jan 9					H													4								

JANUARY

S	M	T	W	T	F	S
				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

FEBRUARY

S	M	T	W	T	F	S
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

MARCH

S	M	T	W	T	F	S
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				

APRIL

S	M	T	W	T	F	S	
				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			

MAY

S	M	T	W	T	F	S
					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						

JUNE

S	M	T	W	T	F	S
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				

JULY

S	M	T	W	T	F	S	
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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		

AUGUST

S	M	T	W	T	F	S
						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					

SEPTEMBER

S	M	T	W	T	F	S
		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			

OCTOBER

S	M	T	W	T	F	S
				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

NOVEMBER

S	M	T	W	T	F	S
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					

DECEMBER

S	M	T	W	T	F	S
		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		