

# 2024 Leave Record

Chapter No. \_\_\_\_\_ Telephone: \_\_\_\_\_



Note: Amount of annual leave earned 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

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| 2024 DFAS 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. |     |     |     |     |     |     |     |     |     |     |     |     |     | Carry Over          | 0.00                | Carry Over          | 0.00 | Carry Over  | 0.00 |  |      |
|                       | SUN  | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | Earned/Used/Balance | Earned/Used/Balance | Earned/Used/Balance |      |             |      |  |      |
| 1                     | Dec 17 - Dec 30, 2023  |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 2                     | Dec 31 - Jan 13, 2024  |     | H   |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 3                     | Jan 14 - Jan 27  |     | H   |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 4                     | Jan 28 - Feb 10  |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 5                     | Feb 11 - Feb 24  |     |     |     |     |     |     |     | H   |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 6                     | Feb 25 - Mar 9   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 7                     | Mar 10 - Mar 23  |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 8                     | Mar 24 - Apr 6   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 9                     | Apr 7 - Apr 20   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 10                    | Apr 21 - May 4   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 11                    | May 5 - May 18   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 12                    | May 19 - Jun 1   |     |     |     |     |     |     |     | H   |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 13                    | Jun 2 - Jun 15   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 14                    | Jun 16 - Jun 29  |     |     | H   |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 15                    | Jun 30 - Jul 13  |     |     |     | H   |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 16                    | Jul 14 - Jul 27  |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 17                    | Jul 28 - Aug 10  |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 18                    | Aug 11 - Aug 24  |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 19                    | Aug 25 - Sep 7   |     |     |     |     |     |     |     | H   |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 20                    | Sep 8 - Sep 21   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 21                    | Sep 22 - Oct 5   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 22                    | Oct 6 - Oct 19   |     |     |     |     |     |     |     | H   |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 23                    | Oct 20 - Nov 2   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 24                    | Nov 3 - Nov 16   |     |     |     |     |     |     |     | H   |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 25                    | Nov 17 - Nov 30  |     |     |     |     |     |     |     |     |     | H   |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |
| 26                    | Dec 1 - Dec 14   |     |     |     |     |     |     |     |     |     |     |     |     |     |                     |                     | 0.00                |      | 0.00        |      |  | 0.00 |

| JANUARY  | FEBRUARY   | MARCH   | APRIL  | MAY  | JUNE   |
|--|--|---|--|--|--|
| S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 | S M T W T F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29       | S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 | S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30    | S M T W T F S<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31 | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 |
| JULY   | AUGUST   | SEPTEMBER   | OCTOBER  | NOVEMBER   | DECEMBER   |
| S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 | S M T W T F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31 | S M T W T F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30       | S M T W T F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31 | S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30    | S M T W T F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31 |