

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 DOI 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 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	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	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	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	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	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	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	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	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	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	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	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	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