

# 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

[www.nteu.org](http://www.nteu.org)

2024 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.														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	Jan 14 - Jan 27		H															0.00			0.00			0.00
2	Jan 28 - Feb 10																	0.00			0.00			0.00
3	Feb 11 - Feb 24											H						0.00			0.00			0.00
4	Feb 25 - Mar 9																	0.00			0.00			0.00
5	Mar 10 - Mar 23																	0.00			0.00			0.00
6	Mar 24 - Apr 6																	0.00			0.00			0.00
7	Apr 7 - Apr 20																	0.00			0.00			0.00
8	Apr 21 - May 4																	0.00			0.00			0.00
9	May 5 - May 18																	0.00			0.00			0.00
10	May 19 - Jun 1											H						0.00			0.00			0.00
11	Jun 2 - Jun 15																	0.00			0.00			0.00
12	Jun 16 - Jun 29					H												0.00			0.00			0.00
13	Jun 30 - Jul 13							H										0.00			0.00			0.00
14	Jul 14 - Jul 27																	0.00			0.00			0.00
15	Jul 28 - Aug 10																	0.00			0.00			0.00
16	Aug 11 - Aug 24																	0.00			0.00			0.00
17	Aug 25 - Sep 7											H						0.00			0.00			0.00
18	Sep 8 - Sep 21																	0.00			0.00			0.00
19	Sep 22 - Oct 5																	0.00			0.00			0.00
20	Oct 6 - Oct 19											H						0.00			0.00			0.00
21	Oct 20 - Nov 2																	0.00			0.00			0.00
22	Nov 3 - Nov 16											H						0.00			0.00			0.00
23	Nov 17 - Nov 30													H				0.00			0.00			0.00
24	Dec 1 - Dec 14																	0.00			0.00			0.00
25	Dec 15 - Dec 28												H					0.00			0.00			0.00
26	Dec 29 - Jan 11																	0.00			0.00			0.00

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