



**MANAGEMENT/CONFIDENTIAL
EMPLOYEE TIME RECORD**

NAME: _____
(PRINT)

MONTH: _____

LAST FOUR DIGITS OF SOCIAL SECURITY #

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DEPARTMENT: _____

DATES ABSENT				DATES CREDITED
ANNUAL LEAVE	SICK LEAVE	HOLIDAY COMPENSATORY*	DRL	HOLIDAY COMPENSATORY TIME†
TOTAL DAYS:	TOTAL DAYS:	TOTAL DAYS:	TOTAL DAYS:	TOTAL DAYS:

† Compensatory time is earned for working any of the following holidays:

New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving Day, Christmas Day.

* Compensatory days off shall be scheduled at times mutually convenient to the employee and the University within **one year** from the day they are earned. Leave time is charged in quarter day increments.

ACCRUAL SUMMARY	ANNUAL LEAVE	SICK LEAVE	HOLIDAY COMPENSATORY TIME	DRL
Beginning Balance				
Time Used				
Subtotal				
Time Earned				
Ending Balance				

Annual and sick leave are credited at the rate of 1.75 days per month, or major portion thereof. Annual leave may not exceed 40 days on January 1 of each year. Sick leave may be accumulated up to 200 days.

I certify that this report accurately records my absences and that I was otherwise present, as required, for the month indicated.

Employee's signature _____ Date _____

I certify that I have reviewed this record and find it correct.

Supervisor's signature _____ Date _____

Supervisor's printed Name _____