

LEAVE ANALYSIS—2009

INSTRUCTIONS—Indicate the type of leave and number of hours taken, i.e., A/8, S/4, OT/4, etc., using the following codes:

Annual	A	Overtime	OT	Compensatory earned	CE
Sick	S	Emergency Annual	EA	Compensatory used	CU
LWOP	L	Excused	EX	Restored annual	RA
AWOL	O	Advanced leave	AL	Credit Earned	CRE
Other	OR			Credit Used	CRU

7. Number of hours of annual leave earned per pay period—Mark (X) 8. LWOP used in 2009

9. Type of appointment—Mark (X) 10. Career status—Mark (X)

1. Name of employee

2. Organization 3. Grade

4. Entrance on duty date 5. Service computation date

6. LEAVE SUMMARY		
	ANNUAL	SICK
Brought forward 1-04-2009		
Restored leave as of 1-04-2009		
Leave to accrue — 2009		
Potential leave — 2009		

Leave year consists of 26 bi-weekly pay periods
Sunday, January 4, 2009—Saturday, January 2, 2010
(a)

Pay Period beginning date	(a)														ANNUAL (b)				SICK (c)				OTHER (d)																		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Earned	Avail-able	Used	Bal-ance	Earned	Avail-able	Used	Bal-ance	Bal-ance																		
1 January 04																																									
2 January 18																																									
3 February 01																																									
4 February 15																																									
5 March 01																																									
6 March 15																																									
7 March 29																																									
8 April 12																																									
9 April 26																																									
10 May 10																																									
11 May 24																																									
12 June 07																																									
13 June 21																																									
14 July 05																																									
15 July 19																																									
16 August 02																																									
17 August 16																																									
18 August 30																																									
19 September 13																																									
20 September 27																																									
21 October 11																																									
22 October 25																																									
23 November 08																																									
24 November 22																																									
25 December 06																																									
26 December 20																																									
TOTALS																																									

LEAVE ANALYSIS

Pay period number	Remarks, explanations, supervisor's comments, etc.
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