

### Leave Approval and Activity Reporting Form for Full-Time Classified Staff & Administrators

**Please Note:** 1) Annual leave must be approved in advance by the supervisor. The supervisor should initial and date the last box on the right. The employee keeps the form until the annual leave is taken, then forwards it to human resources. 2) Report all types of leave taken or leave earned during one pay period on one form. 3) The Dean of Finance & Administrative Services must sign this form to authorize Overtime Pay.

Name	Employee Payroll Number	Pay Period (see back of form)

**LEAVE TAKEN**

2-letter Leave Code	Number of Hrs. Taken	Start Date	End Date	Supervisor Approval
<b>Total Hrs. for Pay Period</b>				

**LEAVE EARNED**

2-letter Leave Code	Number of Hrs. Earned	Start Date	End Date	Supervisor Approval
<b>Total Hrs. for Pay Period</b>				

AT – Annual Leave SP – Sick Personal FP – Family Personal BMOD – Bone Marrow/Organ Donor ET – Educational Leave OT – Overtime Leave Taken SD – Short-term Disability OL – Other Leave OE – Overtime Leave Earned	CT – Comp Leave Taken SF – Sick Family CS – Community Service MT – Military Leave JT – Administrative Leave XX – Leave Without Pay LD – Long-term Disability WT – Worker’s Compensation Leave CE – Comp Leave Earned
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Overtime Pay Approval)  
VP of Finance & Administrative Services

\_\_\_\_\_  
Date

*LEAVE ACTIVITY REPORTING SCHEDULE 2008*

<b>MONTH</b>	<b>PAY PERIOD</b>	<b>DUE DATE</b>	<b>PAY DATE</b>
<b>JAN 2008</b>	<b>12/25/07 - 01/09/08</b>	<b>01/10/08</b>	<b>01/16/08</b>
<b>JAN 2008</b>	<b>01/10/08- 01/24/08</b>	<b>01/25/08</b>	<b>02/01/08</b>
<b>FEB 2008</b>	<b>01/25/08 – 02/09/08</b>	<b>02/11/08</b>	<b>02/15/08</b>
<b>FEB 2008</b>	<b>02/10/08 – 02/24/08</b>	<b>02/25/08</b>	<b>02/29/08</b>
<b>MAR 2008</b>	<b>02/25/08 – 03/09/08</b>	<b>03/10/08</b>	<b>03/14/08</b>
<b>MAR 2008</b>	<b>03/10/08 – 03/24/08</b>	<b>03/25/08</b>	<b>03/31/08</b>
<b>APR 2008</b>	<b>03/25/08 – 04/09/08</b>	<b>04/10/08</b>	<b>04/16/08</b>
<b>APR 2008</b>	<b>04/10/08 – 04/24/08</b>	<b>04/25/08</b>	<b>05/01/08</b>
<b>MAY 2008</b>	<b>04/25/08 – 05/09/08</b>	<b>05/12/08</b>	<b>05/16/08</b>
<b>MAY 2008</b>	<b>05/10/08 – 05/24/08</b>	<b>05/26/08</b>	<b>05/30/08</b>
<b>JUNE 2008</b>	<b>05/25/08 – 06/09/08</b>	<b>06/10/08</b>	<b>06/16/08</b>
<b>JUNE 2008</b>	<b>06/10/08 – 06/24/08</b>	<b>06/25/08</b>	<b>07/01/08</b>
<b>JULY 2008</b>	<b>06/25/08 – 07/09/08</b>	<b>07/10/08</b>	<b>07/16/08</b>
<b>JULY 2008</b>	<b>07/10/08 – 07/24/08</b>	<b>07/25/08</b>	<b>08/01/08</b>
<b>AUG 2008</b>	<b>07/25/08 – 08/09/08</b>	<b>08/11/08</b>	<b>08/15/08</b>
<b>AUG 2008</b>	<b>08/10/08 – 08/24/08</b>	<b>08/25/08</b>	<b>08/29/08</b>
<b>SEPT 2008</b>	<b>08/25/08 – 09/09/08</b>	<b>09/10/08</b>	<b>09/16/08</b>
<b>SEPT 2008</b>	<b>09/10/08 – 09/24/08</b>	<b>09/25/08</b>	<b>09/30/08</b>
<b>OCT 2008</b>	<b>09/25/08 – 10/09//08</b>	<b>10/10/08</b>	<b>10/16/08</b>
<b>OCT 2008</b>	<b>10/10/08 – 10/24/08</b>	<b>10/27/08</b>	<b>10/31/08</b>
<b>NOV 2008</b>	<b>10/25/08 – 11/09/08</b>	<b>11/11/08</b>	<b>11/14/08</b>
<b>NOV 2008</b>	<b>11/10/08 – 11/24/08</b>	<b>11/25/08</b>	<b>12/01/08</b>
<b>DEC 2008</b>	<b>11/25/08 – 12/09/08</b>	<b>12/10/08</b>	<b>12/16/08</b>
<b>DEC 2008</b>	<b>12/10/08 – 12/24/08</b>	<b>01/02/09</b>	<b>12/31/08</b>

**Put Leave Activity Reporting Forms in the box located on the  
Human Resources door.**