

NAME																	SOCIAL SECURITY NUMBER			LEAVE CAT.			MAX. C.O.			SCD						
LEAVE YEAR																	LWOP LP	OT LP	LWOP YTD	ANNUAL			SICK			COMP TIME			HRS WKD PP	AL C/O HRS	CL C/O HRS	
LP	PP	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				E	U	BAL	E	U	BAL	E	U	BAL					
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Key:
 LP-Leave Period
 PP-Enter Pay Period Ending Date
 YTD-Year to Date

W-Compensatory Time Worked
 U-Compensatory Time Used
 MAX. CO.O-Maximum Carry-Over

SUGGESTED POSTING:
 W-Hours Worked
 A-Admin. Leave
 AL-Annual Leave
 SL-Sick Leave
 OT-Overtime
 L-Leave Without Pay

SCHEDULE: (Other than 80)

EFF DATE & HOURS