

LEAVE ANALYSIS—2008

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 2007

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 1-06-2008		
Restored leave as of 1-06-2008		
Leave to accrue — 2008		
Potential leave — 2008		

Leave year consists of 26 bi-weekly pay periods
Sunday, January 6, 2008—Saturday, January 3, 2009
(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																																								
2 January																																								
3 February																																								
4 February																																								
5 March																																								
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24 November																																								
25 December																																								
26 December																																								
TOTALS																																								

LEAVE ANALYSIS

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