MANUAL LOG- VOLUNTARY LEAVE TRANSFER

Name of recipient: _____

Position title: _____

Series and grade: _____

Organization: _____

Social Security Number: _____

Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Balance forwarded previous pp																										
Leave earned during pp																										
Leave donated during pp																										
Total leave available for use																										
Amount used during pp																										
Balance																										