

LEAVE ANALYSIS-2012

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—*Select one*

8. LWOP used in 2011

9. Type of appointment —*Select one*

10. Career status—*Select one*

1. Name of employee

2. Organization

3. Grade

4. Entrance on duty date

5. Service computation date

6. LEAVE SUMMARY

	ANNUAL	SICK
Brought forward 1-01-2012		
Restored leave as of 1-01-2012		
Leave to accrue – 2012		
Potential leave – 2012		

Leave year consists of 27 bi-weekly pay periods
Sunday, January 1, 2012 – Saturday, January 12, 2013
(a)

Pay Period beginning date			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	Balance
1	January	01		H																	4				
2	January	15		H																	4				
3	January	29																			4				
4	February	12									H										4				
5	February	26																			4				
6	March	11																			4				
7	March	25																			4				
8	April	08																			4				
9	April	22																			4				
10	May	06																			4				
11	May	20									H										4				
12	June	03																			4				
13	June	17																			4				
14	July	01			H																4				
15	July	15																			4				
16	July	29																			4				
17	August	12																			4				
18	August	26									H										4				
19	September	09																			4				
20	September	23																			4				
21	October	07		H																	4				
22	October	21																			4				
23	November	04									H										4				
24	November	18				H															4				
25	December	02																			4				
26	December	16										H									4				
27	December	30		H																	4				
TOTALS																									

LEAVE ANALYSIS

Pay period number	Remarks, explanations, supervisor's comments, etc.
1	
2	
3	
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