

2012 Leave Record
for Part-Time Employee

U.S. Department of Housing and Urban Development
Office of Chief Human Capital Officer

Name		SSN					Leave Category				
Annual Leave () hours earned per () hours worked		Annual Leave Balance as of (mm/dd/yyyy)			Sick Leave 1 hr. earned per 20 hrs. worked			Sick Leave Balance as of			
No.	Pay Period Dates	a. Carryover hrs. from pror ppd	b. Total hrs. worked this ppd	c. Total hrs.	d. Annual leave earned this ppd	e. Carryover to next ppd.	a. Carryover hrs. from prior ppd.	b. Total hrs. worked this ppd	c. Total hrs.	d. Sick Leave earned this ppd	e. Carryover to next ppd.
02	Jan 1 - Jan 14										
03	Jan 15 - Jan 28										
04	Jan 29 - Feb 11										
05	Feb 12- Feb 25										
06	Feb 26 - Mar 10										
07	Mar 11 - Mar 24										
08	Mar 25 - Apr 7										
09	Apr 8 - Apr 21										
10	Apr 22 - May 5										
11	May 6 - May 19										
12	May 20 - June 2										
13	June 3 - June 16										
14	Jun 17 - Jun 30										
15	July 1 - July 14										
16	July 15 - July 28										
17	July 29 - Aug 11										
18	Aug 12 - Aug 25										
19	Aug 26 - Sept 8										
20	Sept 9 - Sept 22										
21	Sept 23 - Oct 6										
22	Oct 7 - Oct 20										
23	Oct 21 - Nov 3										
24	Nov 4 - Nov 17										
25	Nov 18 - Dec 1										
26	Dec 2 - Dec 15										
01	Dec 16 - Dec 29, 2012										