

Name: _____ ID Number (SSN): _____ Year: _____
Last First MI

Title No.: _____ Job Classification: _____

Respon. Acct. No: _____ Responsible Acct. Name: _____ College Division: _____

Employment Date: _____ Date of Termination: _____

Constructed Annual Leave Date: _____

| Annual Leave Accrual Rate Change Date: | ANNUAL (Hours) | SICK (Hours) | OTHER |
|--|----------------|--------------|-------|
| 12/31/2011 | 160 | 40 | |
| 12/31/2012 | 160 | 40 | |
| 12/31/2013 | 160 | 40 | |
| 12/31/2014 | 160 | 40 | |
| 12/31/2015 | 160 | 40 | |
| 12/31/2016 | 160 | 40 | |
| 12/31/2017 | 160 | 40 | |
| 12/31/2018 | 160 | 40 | |
| 12/31/2019 | 160 | 40 | |
| 12/31/2020 | 160 | 40 | |
| 12/31/2021 | 160 | 40 | |
| 12/31/2022 | 160 | 40 | |
| 12/31/2023 | 160 | 40 | |
| 12/31/2024 | 160 | 40 | |
| 12/31/2025 | 160 | 40 | |
| 12/31/2026 | 160 | 40 | |
| 12/31/2027 | 160 | 40 | |
| 12/31/2028 | 160 | 40 | |
| 12/31/2029 | 160 | 40 | |
| 12/31/2030 | 160 | 40 | |
| 12/31/2031 | 160 | 40 | |
| 12/31/2032 | 160 | 40 | |
| 12/31/2033 | 160 | 40 | |
| 12/31/2034 | 160 | 40 | |
| 12/31/2035 | 160 | 40 | |
| 12/31/2036 | 160 | 40 | |
| 12/31/2037 | 160 | 40 | |
| 12/31/2038 | 160 | 40 | |
| 12/31/2039 | 160 | 40 | |
| 12/31/2040 | 160 | 40 | |
| 12/31/2041 | 160 | 40 | |
| 12/31/2042 | 160 | 40 | |
| 12/31/2043 | 160 | 40 | |
| 12/31/2044 | 160 | 40 | |
| 12/31/2045 | 160 | 40 | |
| 12/31/2046 | 160 | 40 | |
| 12/31/2047 | 160 | 40 | |
| 12/31/2048 | 160 | 40 | |
| 12/31/2049 | 160 | 40 | |
| 12/31/2050 | 160 | 40 | |
| 12/31/2051 | 160 | 40 | |
| 12/31/2052 | 160 | 40 | |
| 12/31/2053 | 160 | 40 | |
| 12/31/2054 | 160 | 40 | |
| 12/31/2055 | 160 | 40 | |
| 12/31/2056 | 160 | 40 | |
| 12/31/2057 | 160 | 40 | |
| 12/31/2058 | 160 | 40 | |
| 12/31/2059 | 160 | 40 | |
| 12/31/2060 | 160 | 40 | |
| 12/31/2061 | 160 | 40 | |
| 12/31/2062 | 160 | 40 | |
| 12/31/2063 | 160 | 40 | |
| 12/31/2064 | 160 | 40 | |
| 12/31/2065 | 160 | 40 | |
| 12/31/2066 | 160 | 40 | |
| 12/31/2067 | 160 | 40 | |
| 12/31/2068 | 160 | 40 | |
| 12/31/2069 | 160 | 40 | |
| 12/31/2070 | 160 | 40 | |
| 12/31/2071 | 160 | 40 | |
| 12/31/2072 | 160 | 40 | |
| 12/31/2073 | 160 | 40 | |
| 12/31/2074 | 160 | 40 | |
| 12/31/2075 | 160 | 40 | |
| 12/31/2076 | 160 | 40 | |
| 12/31/2077 | 160 | 40 | |
| 12/31/2078 | 160 | 40 | |
| 12/31/2079 | 160 | 40 | |
| 12/31/2080 | 160 | 40 | |
| 12/31/2081 | 160 | 40 | |
| 12/31/2082 | 160 | 40 | |
| 12/31/2083 | 160 | 40 | |
| 12/31/2084 | 160 | 40 | |
| 12/31/2085 | 160 | 40 | |
| 12/31/2086 | 160 | 40 | |
| 12/31/2087 | 160 | 40 | |
| 12/31/2088 | 160 | 40 | |
| 12/31/2089 | 160 | 40 | |
| 12/31/2090 | 160 | 40 | |
| 12/31/2091 | 160 | 40 | |
| 12/31/2092 | 160 | 40 | |
| 12/31/2093 | 160 | 40 | |
| 12/31/2094 | 160 | 40 | |
| 12/31/2095 | 160 | 40 | |
| 12/31/2096 | 160 | 40 | |
| 12/31/2097 | 160 | 40 | |
| 12/31/2098 | 160 | 40 | |
| 12/31/2099 | 160 | 40 | |
| 12/31/2100 | 160 | | |

| Annual Leave Accrual Rate Change Date: _____ | | Constructed Annual Leave Date: _____ | |
|--|-------|--------------------------------------|---------|
| Month | Daily | Total | Balance |
| | | | |
| J | | | |
| F | | | |
| M | | | |
| A | | | |
| M | | | |
| J | | | |
| J | | | |
| A | | | |
| S | | | |
| O | | | |
| N | | | |
| D | | | |

| A | -Annual Leave | M | -Military Leave |
|--|------------------|---|-------------------------|
| C <th>-Admin. Closing</th> <th>P</th> <th>-Personal Leave Day</th> | -Admin. Closing | P | -Personal Leave Day |
| F <th>-Funeral Leave</th> <th>S</th> <th>-Sick Leave</th> | -Funeral Leave | S | -Sick Leave |
| H <th>-Holiday</th> <th>W</th> <th>-Workers' Comp. (w/Pay)</th> | -Holiday | W | -Workers' Comp. (w/Pay) |
| J <th>-Jury/Court Duty</th> <th>Y</th> <th>-Leave Without Pay</th> | -Jury/Court Duty | Y | -Leave Without Pay |
| | | O | -Other |

Per 12 (Rev. 11-6-61)