2007
Leave Record

Note: Amount of annual leave you can earn each pay period depends upon your length of service as follows: Less than 3 years — 4 hours; 3–15 years — 6 hours (10 hours in last pay period); 15 years and over — 8 hours. Enter under "annual leave" the amount of vacation leave you earn each pay period.

NTEU
The National Treasury Employees Union

www.nteu.org

To organize federal employees to work together to ensure that every federal employee is treated with dignity and respect.

Chapter No._____
Telephone:_____

A – Annual *S – Sick*
CP – Compensatory Time *L – Leave without Pay*
CH – Credit Hours *H – Holiday*
E – Excused *ML – Military*
CL – Court *F – Flex Day*

2007 LEAVE PERIODS	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD Example: If you are sick 4 hours, enter S4. If you take a day of annual leave, enter A8.														ANNUAL LEAVE Carried Over_____			SICK LEAVE Carried Over_____			OTHER LEAVE Carried Over_____		
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance			Earned/Used/Balance			Earned/Used/Balance		
1 Jan 7 – Jan 20									H									4					
2 Jan 21 – Feb 3																		4					
3 Feb 4 – Feb 17																		4					
4 Feb 18 – Mar 3		H																4					
5 Mar 4 – Mar 17																		4					
6 Mar 18 – Mar 31																		4					
7 Apr 1 – Apr 14																		4					
8 Apr 15 – Apr 28																		4					
9 Apr 29 – May 12																		4					
10 May 13 – May 26																		4					
11 May 27 – Jun 9		H																4					
12 Jun 10 – Jun 23																		4					
13 Jun 24 – Jul 7											H							4					
14 Jul 8 – Jul 21																		4					
15 Jul 22 – Aug 4																		4					
16 Aug 5 – Aug 18																		4					
17 Aug 19 – Sep 1																		4					
18 Sep 2 – Sep 15		H																4					
19 Sep 16 – Sept 29																		4					
20 Sep 30 – Oct 13									H									4					
21 Oct 14 – Oct 27																		4					
22 Oct 28 – Nov 10																		4					
23 Nov 11 – Nov 24		H										H						4					
24 Nov 25 – Dec 8																		4					
25 Dec 9 – Dec 22																		4					
26 Dec 23 – Jan 5			H							H								4					

JANUARY

S	M	T	W	T	F	S
	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	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				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	27	28			

MARCH

S	M	T	W	T	F	S
				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	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
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	27	28
29	30					

MAY

S	M	T	W	T	F	S
		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
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					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	27	28	29	30

JULY

S	M	T	W	T	F	S
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	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			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	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

OCTOBER

S	M	T	W	T	F	S
	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	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				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	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

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