EMPLOYEE'S LEAVE RECORD FOR THE PERIOD _____ Thru _____ NAME _____ SS No. _____

| MONTH | 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 | TOTALS AL | CA | EL | ML | PL | PA | SL | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SEPT. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OCT. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOV. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DEC. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JAN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FEB. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAR. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APR. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUNE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUG. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

LEAVE CODES:

AL - Annual Leave
CA - Court Attendance
EL - Emergency Leave
ML - Military Leave
PL - Personal Leave
PA - Professional Assignment
SL - Sick Leave
O - Other - Explain _____