

# Leave Periods for Monthly Salaried Professional & Faculty run each month from the 22<sup>nd</sup> - the 21<sup>st</sup>.

- Leave cards must be submitted each pay period, to report any sick or annual leave used.
- If you have not used any leave, a card must be submitted indicating such.
- Due each month on the 22<sup>nd</sup>

Week should begin with the Sunday of the week the Pay period Starts

Include Name, ID #, and Dept Index

**SALARIED CONTRACT PROFESSIONAL & FACULTY LEAVE CARD**

Name: <u>Charlie Oredigger</u>	Employee ID#: <u>790123456</u>	Dept. Index: <u>BPAYME</u>
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Leave Hours Used: Sick: 18      Vacation: 3      Personal (COT only): \_\_\_\_\_

Date Week Begins	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total
07/20/14	x	x						
07/27/14					8S			8S
08/03/14		2S	8S					10S
08/10/14				3V				3V
08/17/14						x	x	

Charlie Oredigger Employee      The Boss Supervisor      Date 8/21/14

Weekly Totals

Indicate Total Sick or Vacation Hours used in the Pay Period

Indicate Type of Leave used on Specific Days