

CLASSIFIED SAMPLE

Record leave taken in red using codes at the bottom of the card. Eight-hour days are noted with just the code. Less than eight-hour work days (or more in the case of 10-hour work days) are noted with both the number of hours taken and the code. Leave balances on the right side of the card are completed in pencil.

The exact number of overtime hours worked are recorded on the day(s) worked at OT or ST in black ink. If the person is eligible for time and one-half, the hours should be converted in the "Overtime Earned" column. If the person is eligible for straight time only, the hours are transferred to that column. When the person takes the comp time off, it is indicated in red on the day taken off.

1993

NAME SMITH, Mary

STATE HIRE DATE: 4/12/81

ATTENDANCE AND LEAVE RECORD

DEPT. Human Resources

UNLV HIRE DATE: 4/12/81

CONTRACT A _____ B _____

Post-Doctoral _____ Classified XX

| SICK LEAVE | | ANNUAL LEAVE | | | COMP TIME | | |
|------------|------|--------------|------|-----------|-----------|-----------|--|
| BAL. FWD. | Used | BAL. FWD. | Used | BAL. FWD. | Used | BAL. FWD. | |
| 82 | | 5 | | — | | | |

| Er'd | Used | Bal. | Er'd | Used | Bal. | Er'd | Used | Bal. |
|------|------|------|------|------|------|------|------|------|
| | | | | | | | | |
| 8 | — | 90 | 8 | — | 13 | — | — | — |
| 10 | 1/4 | 79 | 10 | 3/4 | 10 | — | — | — |
| 10 | 48 | 41 | 10 | — | 20 | 6 | — | 6 |
| 9 | 3/4 | 9 | 10 | 1/4 | 10 | — | 6 | — |
| 9 | 8 | 10 | 10 | 3/4 | — | 21 | 12 | 12 |
| 10 | — | 20 | 12 | 28 | 5 | — | 8 | 4 |

| FS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 31 |
|---------|---|-----|-----|-------|---|-----|------|------|-----|-----|------|---------|----|----|---------|----|
| Jan. 21 | H | X | X | O | O | M | M | M | X | X | M | M | M | M | M | |
| Feb. 20 | X | X | H | M | M | M | M | X | X | M | M | M | O | O | X | X |
| Mar. 24 | | | | 1/4 A | | X | X | 5 S | 5 S | | 1 A | 6 A | X | X | | |
| Apr. 24 | | | | | | X | X | FS | FS | FS | FD | FD | X | X | FD | |
| May 24 | A | 4 A | X | X | J | 4 J | | | | 6 C | X | X | * | | 2 1/4 S | |
| June 24 | S | X | X | S | S | S | SIIS | SIIS | X | X | SIIS | SIIS | A | CS | CS | |
| | X | X | | | | | 8 OT | X | X | | | | | | X | |
| | X | | | | | | X | X | | | S | 1 1/4 O | O | X | X | ⊖ |
| | | | 4 C | | X | X | | 4 C | 4 A | | | X | X | | | |
| | | | | X | X | | | | | A | A | X | X | A | | |

- A ANNUAL LEAVE
 - B BUSINESS (Administrative)
 - C COMPENSATORY
 - CS CATASTROPHIC LEAVE
 - FD FAMILY DEATH
 - FS FAMILY SICK
 - FML FAMILY & MEDICAL LEAVE/ PARENTAL LEAVE WITHOUT PAY
 - H HOLIDAY
 - J JURY DUTY
 - M MILITARY
 - O LEAVE WITHOUT PAY
 - OT OVERTIME
 - S SICK LEAVE
 - SIIS STATE INDUSTRIAL INJURY LEAVE
 - ST STRAIGHT TIME
 - X NON-WORK DAY
- * Start earning 12 hrs of Annual Leave
 April CS used: 16 Hours
 SIIS buy back: CK# 77766 \$200.00
 25 Hours
 (04/22/93-04/27/93)
- SICK LEAVE BANK: _____

1993

NAME DOE, John

STATE HIRE DATE: 07-01-85

ATTENDANCE AND LEAVE RECORD

DEPT. Purchasing

UNLV HIRE DATE: 07-01-85

CONTRACT A _____ B _____

Post-Doctoral _____ Classified XX

| SICK LEAVE | | ANNUAL LEAVE | | | COMP TIME | | |
|------------|------|--------------|------|-----------|-----------|-----------|--|
| BAL. FWD. | Used | BAL. FWD. | Used | BAL. FWD. | Used | BAL. FWD. | |
| 250 | | 85 | | — | | | |

| Er'd | Used | Bal. | Er'd | Used | Bal. | Er'd | Used | Bal. |
|------|------|------|------|------|------|------|------|------|
| | | | | | | | | |
| 10 | — | 260 | 10 | 16 | 79 | — | — | — |
| CS | 16 | | | | | | | |
| 10 | 12 | 242 | 10 | — | 89 | — | — | — |

| FS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 31 |
|---------|---|---|---|---|---|---|---|-----|---|----|----|----|----|----|----|----|
| Jan. 21 | H | X | X | | | | | | X | X | | | | | | |
| Feb. 20 | X | X | H | | | | | X | X | A | A | | | | X | X |
| | | | | | X | X | | | | | | X | X | | H | |
| | | | | | X | X | S | 4 S | | | | X | X | | | |