

Name \_\_\_\_\_  
 Employee ID # \_\_\_\_\_

Enter actual hours worked

Date	Absence		Pre-approved Overtime or Comp Time	
	Code	Hours	Code	Hours
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total:			Total:	

Summarize & Total (one line per code)			
Employee Use: enter total hours per code			
Absence		Pre-approved Overtime or Comp Time	
Code	Hours	Code	Hours
Total:		Total:	

CODES:	
<b>Leaves taken:</b>	
Bereavement	BRV
<i>relationship:</i> _____	
Comp Time Taken	CTU
Conference	CNF
Emergency Leave	EUS
Floating Holiday	FHU
Jury Duty	JUR
<i>( provide jury duty verification )</i>	
Personal Necessity	PNU
Sick Leave	SUS
Vacation	VUS
Other, please specify:	
<b>Overtime or Comp Time:</b>	
Overtime	OT
Comp Time Earned	CT

I certify that the above hours correctly report absences taken and overtime earned

<b>For Special Projects, please indicate Budget Code(s):</b>

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Manager Signature Date