



Print Name \_\_\_\_\_

Pay Period End Date \_\_\_\_\_

Department \_\_\_\_\_

**Because of FLSA standards and furlough requirements please report hours worked when using furlough time.**

Week ending \_\_\_\_\_

Week ending \_\_\_\_\_

	Hours Worked	Hours of leave	Type of leave
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Week Total			

	Hours Worked	Hours of leave	Type of leave
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Week Total			

Code: Type of leave			
PH	Personal Holiday	S	Sick Leave
SH	Saturday/Sunday Holiday	T	Time off Without Pay
V	Vacation	FTO	Furlough Time Off
SU	Sabbatical		

**Legal Holidays - No Absence Report Required. Please note: July 4, 2009 falls on a Saturday , therefore it is a Floating Legal Holiday. Please use leave code SH when reporting usage.**

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

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_