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AGENCY

ADMINISTRATIVE TIME AND LEAVE RECORD

YEAR 2004

NAME

SOCIAL SECURITY NUMBER

SCD

CATEGORY

MAX C/O 240

TK #

DATES

TK #

DATES

TOUR: *(Must complete for full-time and part-time employees)*

PAY YR PP#*	PP	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ND PP	OT PP	ANNUAL E	ANNUAL U	ANNUAL UTD	ANNUAL BAL	SICK E	SICK U	SICK UTD	SICK BAL	AWOL LWOP PP	AWOL LWOP UTD	CREDIT HOURS E	CREDIT HOURS U	CREDIT HOURS BAL	*(Select from KEY)* E	*(Select from KEY)* U	*(Select from KEY)* BAL	*(Select from KEY)* E	*(Select from KEY)* U	*(Select from KEY)* BAL	PART-TIME HRS WRKD PP	PART-TIME AL C/O HRS	PART-TIME SL C/O HRS	LV YR PP
3	1-11 1-24									H												4																		1
4	1-25 2-7																					4																		2
5	2-8 2-21									H												4																		3
6	2-22 3-6																					4																		4
7	3-7 3-20																					4																		5
8	3-21 4-3																					4																		6
9	4-4 4-17																					4																		7
10	4-18 5-1																					4																		8
11	5-2 5-15																					4																		9
12	5-16 5-29																					4																		10
13	5-30 6-12		H																			4																		11
14	6-13 6-26																					4																		12
15	6-27 7-10									H												4																		13

KEY

A	= Annual	SD	= Sunday Differential	SUB	= Substitute
S	= Sick	AD	= Administrative	SUS	= Suspension
L	= LWOP	DA	= Donated Annual	M/SM	= Military/Special Military
W	= AWOL	CE/CU	= Regular Comp Earned/Used	COP	= Continuation of Pay
C	= Court	RCE/RCU	= Religious Comp Earned/Used	FMLA	= Family Medical Leave Act
OT	= Overtime	CHE/CHU	= Credit Hours Earned/Used	FFLA	= Family Friendly Leave Act
ND	= Nicht Differential				

* = PP# Corresponds with Timecard SCD = Service Comp. Date

NOTES:

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16	7-11 7-24																					4																		14
17	7-25 8-7																					4																		15
18	8-8 8-21																					4																		16
19	8-22 9-4																					4																		17
20	9-5 9-18		H																			4																		18
21	9-19 10-2																					4																		19
22	10-3 10-16									H												4																		20
23	10-17 10-30																					4																		21
24	10-31 11-13												H									4																		22
25	11-14 11-27												H									4																		23
26	11-28 12-11																					4																		24
1	12-12 12-25													H								4																		25
2	12-26 1-8						H															4																		26

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NOTES:

HHS-564 (10/03) (BACK)

Save Data Print Email Form