

DAY	VACATION	SICK	FAMILY SICK	COMP TIME	HOLIDAY	MISCELLANEOUS HRS/CODE	FMLA (X)	PP (X)	ACTUAL WORK HRS	TOTAL									
Saturday						/													
Sunday						/													
Monday						/													
Tuesday						/													
Wednesday						/													
Thursday						/													
Friday						/													
Total-Week 1						/						Standard Hours	Comp Earned	Overtime					
Saturday						/													
Sunday						/													
Monday						/													
Tuesday						/													
Wednesday						/													
Thursday						/													
Friday						/													
Total-Week 2						/						Standard Hours	Comp Earned	Overtime					
Grand Total												170	180	181	190	150	12/020	191	030

240 Funeral Leave
420 Unpaid Leave

Earnings Codes:
012 Regular Biweekly
020 Regular Hourly
039 Pager Pay

Employee Signature

Date

Supervisor Signature

Date

SEE REVERSE SIDE FOR INSTRUCTIONS