

PROCEDURES IN COMPLETING THE LEAVE RECORD FORM (Per 12)

As this form is for use in conjunction with current University leave policies and procedures, the person maintaining this record should become thoroughly familiar with such policies and procedures.

1. Provide all requested data at the top of this form. The "Year" is the calendar year for which this record is kept while the other data at the top corresponds with data on the employee's current Personnel Action Form.
2. Over the column headed "Annual," enter the previous balance of annual leave in the amount that is carried forward into the new year. Include in Sick Leave any excess Annual Leave transferred to Sick Leave and over the column headed "Sick" enter the total previous balance of sick leave and excess Annual Leave in the amount that is carried forward into the new year.
3. Whenever an employee is absent for an entire day, enter on that date the appropriate code shown at the bottom of the form. If the leave involves only a part of a day, enter the leave code and the number of hours in tenths after calculating to hundredths of an hour and rounding up to the next highest tenth of an hour if there are any hundredths. (e.g. 3.70 remains 3.7, but 3.61 to 3.69 become 3.7.)
4. Under each of the columns headed "Annual" and "Sick," there are three smaller columns: In the first column headed "acc.," enter the number of hours accumulated during the month after calculating to hundredths and rounding to the next highest tenth if there are any hundredths. In the second column headed "used" enter the amount of annual or sick leave used that month. Deduct the amount "used" during the month from the balance of the previous month, and add the amount accumulated during the month to compute the "balance" column entry.
5. In the Other Authorized Leave With Pay column, enter the number of hours used and reason for the leave.
6. At the end of the calendar year or upon termination of employment, enter the ending annual leave balance in the "Yearly Totals" block under the annual leave column. If this balance exceeds the maximum carry over amount, enter the excess in the "Excess Annual Leave" block under the annual leave column and also under the sick leave column. Subtract the excess annual leave from the total annual leave and enter the difference in the "New Balances" block under the annual leave column. Enter the ending sick leave balance in the "Yearly Totals" under the sick leave column. Add the amount in the "Excess Annual Leave" block to the total sick leave and enter the sum in the "New Balances" block under the sick leave column.
7. The employee and the supervisor should sign this form. Retain a copy for department files and send the original to the Personnel Office.
8. If any changes are made on this form by the Personnel Office, the person responsible for maintaining this record will be notified.

Comments: