



NOTE: This form is for the use of all non-faculty exempt employees. With the passage of the Family and Medical Leave Act, it has become necessary to require all employees who are salaried/exempt, to submit a report each month indicating use and/or nonuse of vacation, sick and/or leave time.

**DIRECTIONS FOR THE COMPLETION OF VACATION, SICK AND/OR LEAVE REPORTING FORM**

1. Insert the applicable date(s) of leave taken during the month.
2. For *other* leave time, indicate the applicable code, as follows:

PH	Personal Holiday
J	Jury Duty
F	Funeral Leave

(INDICATE NAME & RELATIONSHIP)

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MP	Performance Bonus Day
SA	Spotlight Award Day
UL	Unpaid Leave
AL	Administrative Leave
H	University Holiday
W	Closure due to Weather

3. Record total leave time, by date(s) recorded, at the far right of the form.
4. At the end of the period, total your leave time, by classification, at the bottom of the form and sign and date in the space indicated. Please place zero in the "TOTALS FOR THE MONTH" row if no benefit or leave time was taken during the month.
5. Forward your leave reporting form to your supervisor for signature on the first work day of the subsequent month. Upon signing, supervisor should forward Leave Reporting Form to designated individual within department.
6. Leave Reporting forms are due in Payroll one week following the last day of the month being reported.
7. Any necessary payroll adjustments, i.e., unpaid leave, will be made in the period in which this form is received.

***REMEMBER EACH EMPLOYEE IS RESPONSIBLE FOR THE COMPLETION OF HIS/HER OWN VACATION, SICK AND/OR LEAVE REPORTING FORM.***