

Administrator and Educator Leave and Extra Duty Reporting

From - Month: _____ 16, 20__
 To - Month: _____ 15, 20__

Name: _____	Employee ID # _____	Location: _____
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LEAVE REPORTING			
Month / Day	Leave Code (see codes below)	Description (for Codes SD and CF)	Hours of Leave Used
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Total of Leave:			

EXTRA DUTY REPORTING		
Month / Day	Description of Extra Duty	Hours of Extra Duty
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Total of Extra Duty:		

Warehouse Reorder # 01024153

Employee's Signature: _____

Supervisors Signature: _____

By signing above I verify that this timecard is the original and correct time record and certifies all hours, leave, and extra duty work, have been correctly reported for the pay period.

Leave Codes	
VAC = Vacation	LWP = Leave Without Pay
SL = Sick Leave	CD = Civic Duty
PL = Personal Leave	SD = Staff Development
CF = Conference	MIL = Military