

**DEPARTMENT OF BIOCHEMISTRY**  
**MONTHLY WORK AND LEAVE RECORD**

NAME: \_\_\_\_\_

Guidelines:

- Return this completed form with signatures to the Biochemistry Office before the 10<sup>th</sup> day of the following month.
- Obtain approval for taking annual leave or your personal holiday before taking the leave.
- Report all leave taken on a Leave Request form. Attach the form to this record.
- Permission to work overtime must be obtained in advance. An email authorization is acceptable.

**LEGEND**

|           |                          |
|-----------|--------------------------|
| <b>A:</b> | <b>Annual Leave</b>      |
| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**JANUARY 2008**

| SUN | MON           | TUES         | WED | THUR | FRI | SAT | TOTALS |
|-----|---------------|--------------|-----|------|-----|-----|--------|
|     |               | 1<br>HOLIDAY | 2   | 3    | 4   | 5   |        |
| 6   | 7             | 8            | 9   | 10   | 11  | 12  |        |
| 13  | 14            | 15           | 16  | 17   | 18  | 19  |        |
| 20  | 21<br>HOLIDAY | 22           | 23  | 24   | 25  | 26  |        |
| 27  | 28            | 29           | 30  | 31   |     |     |        |

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Signature**

**DEPARTMENT OF BIOCHEMISTRY**  
**MONTHLY WORK AND LEAVE RECORD**

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**LEAVE LEGEND:**

|           |                          |
|-----------|--------------------------|
| <b>A:</b> | <b>Annual Leave</b>      |
| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**FEBRUARY 2008**

| SUN | MON                  | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|----------------------|------|-----|------|-----|-----|--------|
|     |                      |      |     |      | 1   | 2   |        |
| 3   | 4                    | 5    | 6   | 7    | 8   | 9   |        |
| 10  | 11                   | 12   | 13  | 14   | 15  | 16  |        |
| 17  | 18<br><b>HOLIDAY</b> | 19   | 20  | 21   | 22  | 23  |        |
| 24  | 25                   | 26   | 27  | 28   | 29  |     |        |

\_\_\_\_\_  
**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE:**

**DEPARTMENT OF BIOCHEMISTRY**  
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|           |                          |
|-----------|--------------------------|
| <b>A:</b> | <b>Annual Leave</b>      |
| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**MARCH 2008**

| SUN | MON | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|-----|------|-----|------|-----|-----|--------|
|     |     |      |     |      |     | 1   |        |
| 2   | 3   | 4    | 5   | 6    | 7   | 8   |        |
| 9   | 10  | 11   | 12  | 13   | 14  | 15  |        |
| 16  | 17  | 18   | 19  | 20   | 21  | 22  |        |
| 23  | 24  | 25   | 26  | 27   | 28  | 29  |        |
| 30  | 31  |      |     |      |     |     |        |

\_\_\_\_\_  
**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE:**

**DEPARTMENT OF BIOCHEMISTRY**  
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**LEAVE LEGEND:**

|           |                          |
|-----------|--------------------------|
| <b>A:</b> | <b>Annual Leave</b>      |
| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**APRIL 2008**

| SUN | MON | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|-----|------|-----|------|-----|-----|--------|
|     |     | 1    | 2   | 3    | 4   | 5   |        |
| 6   | 7   | 8    | 9   | 10   | 11  | 12  |        |
| 13  | 14  | 15   | 16  | 17   | 18  | 19  |        |
| 20  | 21  | 22   | 23  | 24   | 25  | 26  |        |
| 27  | 28  | 29   | 30  |      |     |     |        |

\_\_\_\_\_  
**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE:**

**DEPARTMENT OF BIOCHEMISTRY**  
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**LEAVE LEGEND:**

|                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| <b>A:</b> Annual Leave      | <b>SH:</b> Shared Leave      | <b>B:</b> Bereavement       |
| <b>S:</b> Sick Leave        | <b>OP:</b> Overtime Paid     | <b>C:</b> Civil Duty        |
| <b>L:</b> Leave Without Pay | <b>CA:</b> Comp Time Accrued | <b>M:</b> Military Duty     |
| <b>W:</b> Hours Worked      | <b>CU:</b> Comp Time Used    | <b>PH:</b> Personal Holiday |

**MAY 2008**

| SUN | MON                  | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|----------------------|------|-----|------|-----|-----|--------|
|     |                      |      |     | 1    | 2   | 3   |        |
| 4   | 5                    | 6    | 7   | 8    | 9   | 10  |        |
| 11  | 12                   | 13   | 14  | 15   | 16  | 17  |        |
| 18  | 19                   | 20   | 21  | 22   | 23  | 24  |        |
| 25  | 26<br><b>HOLIDAY</b> | 27   | 28  | 29   | 30  | 31  |        |

\_\_\_\_\_  
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**LEAVE LEGEND:**

|           |                          |
|-----------|--------------------------|
| <b>A:</b> | <b>Annual Leave</b>      |
| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**JUNE 2008**

| SUN | MON | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|-----|------|-----|------|-----|-----|--------|
| 1   | 2   | 3    | 4   | 5    | 6   | 7   |        |
| 8   | 9   | 10   | 11  | 12   | 13  | 14  |        |
| 15  | 16  | 17   | 18  | 19   | 20  | 21  |        |
| 22  | 23  | 24   | 25  | 26   | 27  | 28  |        |
| 29  | 30  |      |     |      |     |     |        |

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| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**JULY 2008**

| SUN | MON | TUES | WED | THUR | FRI                 | SAT | TOTALS |
|-----|-----|------|-----|------|---------------------|-----|--------|
|     |     | 1    | 2   | 3    | 4<br><b>HOLIDAY</b> | 5   |        |
| 6   | 7   | 8    | 9   | 10   | 11                  | 12  |        |
| 13  | 14  | 15   | 16  | 17   | 18                  | 19  |        |
| 20  | 21  | 22   | 23  | 24   | 25                  | 26  |        |
| 27  | 28  | 29   | 30  | 31   |                     |     |        |

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| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**AUGUST 2008**

| SUN | MON | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|-----|------|-----|------|-----|-----|--------|
|     |     |      |     |      | 1   | 2   |        |
| 3   | 4   | 5    | 6   | 7    | 8   | 9   |        |
| 10  | 11  | 12   | 13  | 14   | 15  | 16  |        |
| 17  | 18  | 19   | 20  | 21   | 22  | 23  |        |
| 24  | 25  | 26   | 27  | 28   | 29  | 30  |        |
| 31  |     |      |     |      |     |     |        |

\_\_\_\_\_  
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**LEAVE LEGEND:**

|           |                          |            |                          |            |                         |
|-----------|--------------------------|------------|--------------------------|------------|-------------------------|
| <b>A:</b> | <b>Annual Leave</b>      | <b>SH:</b> | <b>Shared Leave</b>      | <b>B:</b>  | <b>Bereavement</b>      |
| <b>S:</b> | <b>Sick Leave</b>        | <b>OP:</b> | <b>Overtime Paid</b>     | <b>C:</b>  | <b>Civil Duty</b>       |
| <b>L:</b> | <b>Leave Without Pay</b> | <b>CA:</b> | <b>Comp Time Accrued</b> | <b>M:</b>  | <b>Military Duty</b>    |
| <b>W:</b> | <b>Hours Worked</b>      | <b>CU:</b> | <b>Comp Time Used</b>    | <b>PH:</b> | <b>Personal Holiday</b> |

**SEPTEMBER 2008**

| SUN | MON                 | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|---------------------|------|-----|------|-----|-----|--------|
|     | 1<br><b>HOLIDAY</b> | 2    | 3   | 4    | 5   | 6   |        |
| 7   | 8                   | 9    | 10  | 11   | 12  | 13  |        |
| 14  | 10                  | 11   | 12  | 13   | 14  | 20  |        |
| 21  | 17                  | 18   | 19  | 20   | 21  | 27  |        |
| 28  | 29                  | 30   |     |      |     |     |        |

\_\_\_\_\_  
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|           |                          |
|-----------|--------------------------|
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| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**OCTOBER 2008**

| SUN | MON | TUES | WED | THUR | FRI | SAT | TOTALS |
|-----|-----|------|-----|------|-----|-----|--------|
|     |     |      | 1   | 2    | 3   | 4   |        |
| 5   | 6   | 7    | 8   | 9    | 10  | 11  |        |
| 12  | 13  | 14   | 15  | 16   | 17  | 18  |        |
| 19  | 20  | 21   | 22  | 23   | 24  | 25  |        |
| 26  | 27  | 28   | 29  | 30   | 31  |     |        |

\_\_\_\_\_  
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|           |                          |
|-----------|--------------------------|
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| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**NOVEMBER 2008**

| SUN | MON | TUES           | WED | THUR           | FRI            | SAT | TOTALS |
|-----|-----|----------------|-----|----------------|----------------|-----|--------|
|     |     |                |     |                |                | 1   |        |
| 2   | 3   | 4              | 5   | 6              | 7              | 8   |        |
| 9   | 10  | <b>HOLIDAY</b> | 12  | 13             | 14             | 15  |        |
| 16  | 17  | 18             | 19  | 20             | 21             | 22  |        |
| 25  | 26  | 27             | 28  | <b>HOLIDAY</b> | <b>HOLIDAY</b> | 29  |        |
| 30  |     |                |     |                |                |     |        |

\_\_\_\_\_  
EMPLOYEE SIGNATURE:

\_\_\_\_\_  
SUPERVISOR SIGNATURE:

DEPARTMENT OF BIOCHEMISTRY

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NAME: \_\_\_\_\_

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|           |                          |
|-----------|--------------------------|
| <b>A:</b> | <b>Annual Leave</b>      |
| <b>S:</b> | <b>Sick Leave</b>        |
| <b>L:</b> | <b>Leave Without Pay</b> |
| <b>W:</b> | <b>Hours Worked</b>      |

|            |                          |
|------------|--------------------------|
| <b>SH:</b> | <b>Shared Leave</b>      |
| <b>OP:</b> | <b>Overtime Paid</b>     |
| <b>CA:</b> | <b>Comp Time Accrued</b> |
| <b>CU:</b> | <b>Comp Time Used</b>    |

|            |                         |
|------------|-------------------------|
| <b>B:</b>  | <b>Bereavement</b>      |
| <b>C:</b>  | <b>Civil Duty</b>       |
| <b>M:</b>  | <b>Military Duty</b>    |
| <b>PH:</b> | <b>Personal Holiday</b> |

**DECEMBER 2008**

| SUN | MON | TUES | WED | THUR          | FRI | SAT | TOTALS |
|-----|-----|------|-----|---------------|-----|-----|--------|
|     | 1   | 2    | 3   | 4             | 5   | 6   |        |
| 7   | 8   | 9    | 10  | 11            | 12  | 13  |        |
| 14  | 15  | 16   | 17  | 18            | 19  | 20  |        |
| 21  | 22  | 23   | 24  | 25<br>HOLIDAY | 26  | 27  |        |
| 28  | 29  | 30   | 31  |               |     |     |        |

\_\_\_\_\_  
**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE:**