

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

NAME: _____

Guidelines:

- Return this completed form with signatures to the Biochemistry Office before the 10th 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

A:	Annual Leave
S:	Sick Leave
L:	Leave Without Pay
W:	Hours Worked

SH:	Shared Leave
OP:	Overtime Paid
CA:	Comp Time Accrued
CU:	Comp Time Used

B:	Bereavement
C:	Civil Duty
M:	Military Duty
PH:	Personal Holiday

JANUARY 2009

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

Employee Signature

Supervisor Signature

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FEBRUARY 2009

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

EMPLOYEE SIGNATURE:

SUPERVISOR SIGNATURE:

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MARCH 2009

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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L: Leave Without Pay	CA: Comp Time Accrued	M: Military Duty
W: Hours Worked	CU: Comp Time Used	PH: Personal Holiday

APRIL 2009

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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PH:	Personal Holiday

MAY 2009

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 HOLIDAY	26	27	28	29	30	
31							

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PH:	Personal Holiday

JUNE 2009

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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JULY 2009

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTALS
			1	2	3 HOLIDAY	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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CA:	Comp Time Accrued
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PH:	Personal Holiday

AUGUST 2009

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTALS
						1	
2	3	4	5	6	3	4	
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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W:	Hours Worked	CU:	Comp Time Used	PH:	Personal Holiday

SEPTEMBER 2009

SUN	MON	TUES	WED	THUR	FRI	SAT	TOTALS
		1	2	3	4	5	
6	7 HOLIDAY	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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CA:	Comp Time Accrued
CU:	Comp Time Used

B:	Bereavement
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M:	Military Duty
PH:	Personal Holiday

OCTOBER 2009

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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CU:	Comp Time Used

B:	Bereavement
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M:	Military Duty
PH:	Personal Holiday

NOVEMBER 2009

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

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DECEMBER 2009

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 HOLIDAY	26	
27	28	29	30	31			

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