



University of Washington
**CLASSIFIED NON-UNION & CONTRACT CLASSIFIED STAFF
 EMPLOYEES WORK & LEAVE RECORD**

2009

Classified Staff Work Period Designation & Overtime Compensation Eligibility

Scheduled (Eligible)
 Non-Scheduled (Eligible) Excepted (not normally eligible)

Work/Leave Designations:

A - Annual Leave
 B - Bereavement Leave
 C - Civil Leave
 CP - Comp Time Paid
 CU - Comp Time Used
 HA - Holiday Comp Time Accrued
 HU - Holiday Comp Time Used
 HW - Holiday Worked
 L - Leave with Pay
 M - Military Leave
 OT - Overtime Worked
 OP - Overtime Paid
 PH - Personal Holiday
 S - Sick Leave
 SH - Shared Leave Used
 W - Non-Standard Work Hours
 X - Standard Work Hours
 MW - Military Leave with Pay

FMLA Covered Leave

AF - Annual Leave
 SF - Sick Leave
 PHF - Personal Holiday
 HF - Holiday Leave
 LF - LWOP Leave

Comp Time

Accrued Prior to 7/1/78
 Bal. _____
 Used _____

Name: _____ Job Class Code and Title: _____ Appointment Type: _____
 Scheduled Work Hours Per Day: M____ T____ W____ Th____ F____
 S____ S____
 Classified NU (Civil Service)
 Contract Classified (e.g. SERU, GCCRBT)

Shared Leave - Compensatory Time **Leave Accruals & Balances** **Sick Leave Notations**

Shared Leave			Overtime/Hol. O/T			Straight Time/Hol. S/T			Annual Leave			Sick Leave		← 2008 End Balance
RECD	USED	BAL	ACCR	USED	BAL	ACCR	USED	BAL	ACCR	USED	BAL	ACCR	USED	

2009

FTE%	START WORK WEEK																Personal Holiday	Anniversary Date	Vacation Accrual Month
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
JAN.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
FEB.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
MAR.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
APR.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
JULY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
AUG.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
SEPT.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
OCT.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
NOV.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
DEC.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

SAMPLE USE INK