University of Washington
PROFESSIONAL STAFF PERSONNEL PROGRAM
EMPLOYEES WORK AND LEAVE RECORD

2009

Professional Staff Program Level
- ☐ Program Level 1 (OT Eligible)
- ☐ Program Level 2 (Not OT Eligible)
- ☐ Program Level 3 (Not OT Eligible)

Work/Leave Designations:

A – Annual Leave
B – Bereavement Leave
C – Civil Leave
CP – Comp Time Paid
CU – Comp Time Used
OP – Overtime Paid
DU – Discretionary Leave Used
HA – Holiday Credit Accrued
HU – Holiday Credit Used
HW – Holiday Worked
L – Leave w/o Pay
M – Military Leave
PH – Personal Holiday
S – Sick Leave
SH – Shared Leave Used
W – Non-Standard Work Hours (Level I Employees only)
X – Standard Work Hours
MWO – Military Leave w/o Pay

FMLA Covered Leave
AF—Annual
SF—Sick Leave
PHF—Personal Holiday
DLF—Discretionary Leave
HF—Holiday
LF—LWOP
SHF—Shared Leave

Comp Time Accrued Prior to 7/1/78
Bal_____
Used_____

Name | Job Class Code and Title | Scheduled Work Hours Per Day: M___ T___ W___ Th___ F___ S___ S___ | Discretionary Leave: Granted _____ Days; Dates 1_____ 2_____ 3_____; Used 4_____ 5_____ 6_____

ID Number | Employing Department | START WORK WEEK Day_____ Hour_____ | Personal Holiday | Anniversary Date | Vacation Accrual Month

Shared Leave – Compensatory Time												Leave Accruals & Balances						Sick Leave Notations
Shared Leave			Overtime			S/T or Holiday Credit			Annual Leave			Sick Leave			← 2008 End Balance
RCVD	USED	BAL	ACCR	USED	BAL	ACCR	USED	BAL	ACCR	USED	BAL	ACCR	USED		← Converted Sick Leave
															← 2009 Beginning Balance
															Employee Signature
															Supervisor Signature

2009

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

SAMPLE
USE INK

FORM 220

University Stores 2009 PRO
UoW 1648 (Rev. 10/08)