

CSEA/L-39/CONF/MGMT - Due in Payroll on the 11th of each month -

Name _____

Employee ID # _____

Date	Absence		Pre-approved Overtime or Comp Time	
	Code	Hours	Code	Hours
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total:		0	Total: 0	

Summarize & Total (one line per code)				
Employee Use - Enter total per code				
Absence		Pre-approved Overtime or Comp Time		
Code	Hours	Code	Hours	
Total:		0	Total: 0	

CODES:	
Leaves taken:	
Bereavement (<i>specify relationship</i>)	BRV

Comp Time Taken	CTU
Conference	CNF
Emergency Leave	EUS
Floating Holiday	FHU
Jury Duty	JUR
<i>(provide jury duty verification)</i>	
Personal Necessity	PNU
Sick Leave	SUS
Vacation	VUS
Other, please specify:	
Overtime or Comp Time:	
Overtime	OT
Comp Time Earned	CT

For Special Projects, please indicate Budget Code(s):

I certify that the above hours correctly report absences taken and overtime earned	
Employee Signature	Date
Manager Signature	Date

PLEASE NOTE: IN THE SUMMARIZE SECTION, USE ONE LINE PER CODE , ADD TOTAL HOURS PER CODE