SPA
The University of North Carolina at Chapel Hill

Calendar Year: **2016**

Name: _____ P.I.D.: _____

Department: University Library— Department Number: 550501

University Entry-on-Duty Date: _____ Total State Service Date: _____

Regular Work Schedule (Hours per Workweek): 40 ***H = Holiday, X = Univ. Closed Day***

Vacation Leave Earned by Permanent Full Time Employee * (Check One):

	Years of Total State Service	Hours Earned Each Month	Hours Earned in One Year
_____	less than 5	9 hrs 20 min	112
_____	5 but less than 10	11 hrs 20 min	136
_____	10 but less than 15	13 hrs 20 min	160
_____	15 but less than 20	15 hrs 20 min	184
_____	20 years or more	17 hrs 20 min	208

Vacation Leave **Balance from Prior Year:

	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	Earned	Taken	Balance
JAN	H																	H																
FEB																																		
MAR																									H									
APR																																		
MAY																														H				
JUN																																		
JUL				H																														
AUG																																		
SEP					H																													
OCT																																		
NOV																								H	H									
DEC																										H	H	H	X	H				
	Total Vacation Leave Earned - Taken - Balance for Next Year																																	

** Maximum carried to January 1 may never exceed 240 hours

Sick Leave Earned by Permanent Full-Time Employee* - 8 hours per month

Sick Leave Balance from Prior Year:

	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	Earned	Taken	Balance
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SEP					H																													
OCT																																		
NOV																								H	H									
DEC																										H	H	H	X	H				
	Total Sick Leave Earned - Taken - Balance for Next Year																																	

* A permanent part-time employee (scheduled, regularly, at least 20 hours per week) earns vacation leave and sick leave on a pro rata basis. Vacation leave and sick leave are computed as a percentage of the amount the employee would earn if Permanent Full-Time.