

RESEARCH ASSISTANT VACATION AND SICK LEAVE RECORD

Name: _____
 Department: University Library / Health Sciences Library
 Department: # 550501 / # 552500

Calendar Year: _____
 PID: _____

Vacation Leave Earned by Research Assistant _____

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

Sick Leave Earned by Research Assistant _____

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