

MONTHLY LEAVE AND PAY ADJUSTMENT RECORD

MONTH

Name:			University ID:		
ORG-DEPT:	BLDG:	ROOM:	CLSF:		

Master File Key

FND	ORG	DEPT	SDEPT	GRT/PROG	IACT	OACT	DPACT	FN	CCTR

Date	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Date	Hours	Code	Hours	Code	Hours	Code	Hours	Code
1									17								
2									18								
3									19								
4									20								
5									21								
6									22								
7									23								
8									24								
9									25								
10									26								
11									27								
12									28								
13									29								
14									30								
15									31								
16																	

Paid Leave Codes

- 1 Vacation
- 2 Sick Leave - Regular
- 3 Sick Leave - Family Caregiving
- 4 Sick Leave - Funeral
- 5 Sick Leave - Pallbearer
- 6 Sick Leave - On-the-Job Injury
- 7 Sick Leave - Adoption
- 10 Jury Duty
- 11 Military Leave
- 12 Bone Marrow Donor
- 13 FMLA Bone Marrow Donor
- 14 Vascular Organ Donor
- 17 FMLA Vascular Organ Donor
- 51 FMLA Vacation
- 52 FMLA Sick Leave - Regular
- 53 FMLA Sick Leave - Family Caregiving
- 55 FMLA Workers Comp - Vacation
- 56 FMLA Workers Comp - Sick
- 57 FMLA Sick Leave - Adoption
- 60 FMLA Vacation - Military Exigency
- 63 FMLA FCL Sick - Military Family Caregiving
- 64 FMLA Vacation - Military Family Caregiving

Pay Adjustment Codes

- 54 FMLA Workers Comp - Unpaid
- 59 FMLA Hours of Absence Without Pay
- 62 FMLA Unpaid - Military Exigency
- 66 FMLA Unpaid - Military Family Caregiving
- 70 Hours in Excess of Regular Schedule - Paid at 1.5 x Regular Hourly Rate
- 71 Hours in Excess of Regular Schedule - Paid at Regular Hourly Rate
- 74 Hours of Absence Without Pay

Compensatory Time:

- 75 Compensatory Hours Earned
- 76 Compensatory Hours Taken
- 77 Compensatory Hours Paid
- 78 Holiday Compensatory Hours Earned
- 79 Holiday Compensatory Hours Taken
- 80 Holiday Compensatory Hours Paid

I would like my Sick Leave transferred to Vacation:

This Month Only

Every Month Possible

Cancel my election to transfer Sick Leave to Vacation

_____ Employee Signature