NAME_____

KANSAS STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES
Annual & Sick Leave Record

	Annual Leave (in hours)				Sick Leave (in hours)				
Payroll Dates (Pay Date)	Hours Accum	Hours Earned	Hours Used	Balance	Hours Accum	Hours Earned	Hours Used	Balance	Other Leave/Remarks
06/10/12 to 06/23/12 (07/06/12)		8				3.7			
06/24/12 to 07/07/12 (07/20/12)		8				3.7			
07/08/12 to 07/21/12 (08/03/12)		8				3.7			
07/22/12 to 08/04/12 (08/17/12)		8				3.7			
08/05/12 to 08/18/12* (08/31/12)		0				3.7			
08/19/12 to 09/01/12 (09/14/12)		8				3.7			
09/02/12 to 09/15/12 (09/28/12)		8				3.7			
09/16/12 to 09/29/12 (10/12/12)		8				3.7			
09/30/12 to 10/13/12 (10/26/12)		8				3.7			
10/14/12 to 10/27/12 (11/09/12)		8				3.7			
10/28/12 to 11/10/12 (11/21/12)		8				3.7			
11/11/12 to 11/24/12 (12/07/12)		8				3.7			
11/25/12 to 12/08/12 (12/21/12)		8				3.7			
12/09/12 to 12/22/12 (01/04/13)		8				3.7			
12/23/12 to 01/05/13 (01/18/13)		8				3.7			
01/06/13 to 01/19/13 (02/01/13)		8				3.7			
01/20/13 to 02/02/13 (02/15/13)		8				3.7			
02/03/13 to 02/16/13 (03/01/13)		8				3.7			
02/18/13 to 03/02/13 (03/15/13)		8				3.7			
03/03/13 to 03/16/13 (03/29/13)*		0				3.7			
03/17/13 to 03/30/13 (04/12/13)		8				3.7			
03/31/13 to 04/13/13 (04/26/13)		8				3.7			
04/14/13 to 04/27/13 (05/10/13)		8				3.7			
04/28/13 to 05/11/13 (05/24/13)		8				3.7			
05/12/13 to 05/25/13** (06/07/13)		0				3.7			
05/26/13 to 06/08/13** (06/21/13)		0				3.7			

Annual leave earned and maximum accumulations:

Unclassified - 8.0 hours earned/max - 304 hours

* No leave is earned in the third pay period of months with three pay dates
** Enter zero hours in Hours Earned column if employee was appointed **prior** to the beginning of the fiscal year. Enter 8 hours if employee was appointed **after** the beginning of the fiscal year as long as the employee does not exceed the 22 day (176 hours) maximum hours earned for the year.

PR-5 (04/12)