

Employee Name

Annual Leave - 2019

Pay Period Begin Date	Takes	Accrual	Pay Period End Date	End Balance
Carryover (If any)			1/9/19	
1/10/19	0	0	1/24/19	0
1/25/19	0	0	2/9/19	0
2/10/19	0	0	2/24/19	0
2/25/19	0	0	3/9/19	0
3/10/19	0	0	3/24/19	0
3/25/19	0	0	4/9/19	0
4/10/19	0	0	4/24/19	0
4/25/19	0	0	5/9/19	0
5/10/19	0	0	5/24/19	0
5/25/19	0	0	6/9/19	0
6/10/19	0	0	6/24/19	0
6/25/19	0	0	7/9/19	0
7/10/19	0	0	7/24/19	0
7/25/19	0	0	8/9/19	0
8/10/19	0	0	8/24/19	0
8/25/19	0	0	9/9/19	0
9/10/19	0	0	9/24/19	0
9/25/19	0	0	10/9/19	0
10/10/19	0	0	10/24/19	0
10/25/19	0	0	11/9/19	0
11/10/19	0	0	11/24/19	0
11/25/19	0	0	12/9/19	0
12/10/19	0	0	12/24/19	0
12/25/19	0	0	1/9/20	0

End Balance: _____

Total Accrual: _____

Total Takes: _____

Dates of Leave (Hours in Red)

0

0

0

Employee Name

Sick Leave - 2019

Pay Period Date	Takes	Pay Period End Date	End Balance
		1/9/19	64
1/10/19	0	1/24/19	64
1/25/19	0	2/9/19	64
2/10/19	0	2/24/19	64
2/25/19	0	3/9/19	64
3/10/19	0	3/24/19	64
3/25/19	0	4/9/19	64
4/10/19	0	4/24/19	64
4/25/19	0	5/9/19	64
5/10/19	0	5/24/19	64
5/25/19	0	6/9/19	64
6/10/19	0	6/24/19	64
6/25/19	0	7/9/19	64
7/10/19	0	7/24/19	64
7/25/19	0	8/9/19	64
8/10/19	0	8/24/19	64
8/25/19	0	9/9/19	64
9/10/19	0	9/24/19	64
9/25/19	0	10/9/19	64
10/10/19	0	10/24/19	64
10/25/19	0	11/9/19	64
11/10/19	0	11/24/19	64
11/25/19	0	12/9/19	64
12/10/19	0	12/24/19	64
12/25/19	0	1/9/20	64

End Balance: 64

Total Takes: 0

<p>To begin tracking the Sick Leave above, please enter the beginning leave balance as of 1/10/15 in cell D4</p>	<p>In column B please enter all hours taken under the correct pay period. Please itemize the exact hours and dates in Column E.</p>
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Dates of Leave (Hours in Red)

Employee Name

Personal Leave - 2019

Pay Period Date	Takes	Pay Period End Date	End Balance
		1/9/19	32
1/10/19	0	1/24/19	32
1/25/19	0	2/9/19	32
2/10/19	0	2/24/19	32
2/25/19	0	3/9/19	32
3/10/19	0	3/24/19	32
3/25/19	0	4/9/19	32
4/10/19	0	4/24/19	32
4/25/19	0	5/9/19	32
5/10/19	0	5/24/19	32
5/25/19	0	6/9/19	32
6/10/19	0	6/24/19	32
6/25/19	0	7/9/19	32
7/10/19	0	7/24/19	32
7/25/19	0	8/9/19	32
8/10/19	0	8/24/19	32
8/25/19	0	9/9/19	32
9/10/19	0	9/24/19	32
9/25/19	0	10/9/19	32
10/10/19	0	10/24/19	32
10/25/19	0	11/9/19	32
11/10/19	0	11/24/19	32
11/25/19	0	12/9/19	32
12/10/19	0	12/24/19	32
12/25/19	0	1/9/20	32

End Balance: 32

Total Takes: 0

<p>To begin tracking the personal leave above, please enter the beginning leave balance as of 1/10/15 in cell D4</p>	<p>In column B please enter all hours taken under the correct pay period. Please itemize the exact hours and dates in Column E.</p>
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Dates of Leave (Hours in Red)
