

2009 Leave Record



The National Treasury Employees Union

www.nteu.org

To organize federal employees to work together
to ensure that every federal employee is treated
with dignity and respect.

Note: Amount of annual leave you can earn each pay period depends upon your length of service as follows: Less than 3 years — 4 hours; 3–15 years — 6 hours (10 hours in last pay period); 15 years and over — 8 hours. Enter under “annual leave” the amount of vacation leave you earn each pay period.

Chapter No. _____
Telephone: _____

A – Annual CP – Compensatory Time CH – Credit Hours E – Excused CL – Court
S – Sick L – Leave without Pay H – Holiday ML – Military F – Flex Day

2009 DOI/DFAS PAY PERIODS	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD													ANNUAL LEAVE			SICK LEAVE			OTHER LEAVE																										
	Example: If you are sick 4 hours, enter S4. If you take a day of annual leave, enter A8.													Carried Over _____			Carried Over _____			Carried Over _____																										
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance																										
1 Dec 21 – Jan 3					H							H						4																												
2 Jan 4 – Jan 17																			4																											
3 Jan 18 – Jan 31		H																	4																											
4 Feb 1 – Feb 14																			4																											
5 Feb 15 – Feb 28		H																	4																											
6 Mar 1 – Mar 14																			4																											
7 Mar 15 – Mar 28																			4																											
8 Mar 29 – Apr 11																			4																											
9 Apr 12 – Apr 25																			4																											
10 Apr 26 – May 9																			4																											
11 May 10 – May 23																			4																											
12 May 24 – Jun 6		H																	4																											
13 Jun 7 – Jun 20																			4																											
14 Jun 21 – Jul 4																			4						H																					
15 Jul 5 – Jul 18																			4																											
16 Jul 19 – Aug 1																			4																											
17 Aug 2 – Aug 15																			4																											
18 Aug 16 – Aug 29																			4																											
19 Aug 30 – Sep 12																			4					H																						
20 Sep 13 – Sep 26																			4																											
21 Sep 27 – Oct 10																			4																											
22 Oct 11 – Oct 24		H																	4																											
23 Oct 25 – Nov 7																			4																											
24 Nov 8 – Nov 21					H														4																											
25 Nov 22 – Dec 5																			4					H																						
26 Dec 6 – Dec 19																			4																											

JANUARY							
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FEBRUARY						
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MARCH						
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29	30	31				

APRIL							
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26	27	28	29	30			

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31						

JUNE										
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JULY								
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AUGUST						
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SEPTEMBER									
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OCTOBER							
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25	26	27	28	29	30	31	

NOVEMBER											
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29	30										

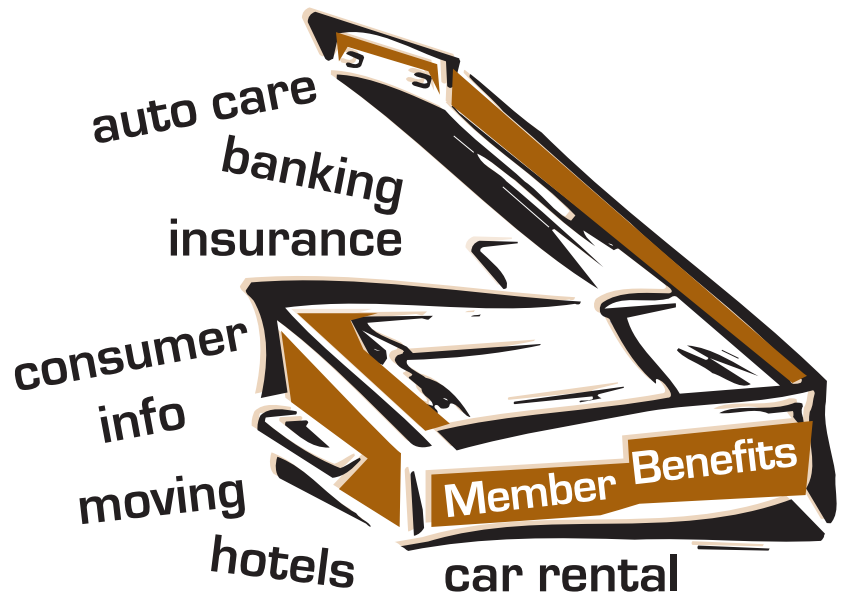
DECEMBER									
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27	28	29	30	31					

NTEU is working for our members



in the courts
at the bargaining table
in the halls of Congress

*And at the
marketplace?*



That's right. NTEU members save every day on everything from group rates on insurance to discounts on hotels and rental cars.

For a complete list of NTEU member benefits, visit the Member Benefits section of www.NTEU.org.

New benefits are added throughout the year and others updated, so log in frequently and explore the latest NTEU member benefits!

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