

Leave Year 2003

*Instructions*

Using the codes below, and the hours involved, post current and previous quarters. Precede with letter "F" when absence is recorded as Family Medical Leave Act (FMLA) and with "U" when absence is recorded as uncheduled on Form 3971. Post additional quarters if circumstances warrant. This form may also be used on an ongoing basis. On the reverse of this form, the employee's supervisor records attendance-related actions; e.g., review of attendance, commendations, restricted sick leave, Letters of Warning, suspensions, etc. A running total of FMLA hours used may be kept on the reverse side of this form.

- |                            |       |                          |       |                           |       |
|----------------------------|-------|--------------------------|-------|---------------------------|-------|
| Absent from Schedule OT    | AOT*  | Emergency AL             | EAL*  | Sick Leave                | SL    |
| Absent Without Leave       | AWOL* | Family Medical Leave Act | F*    | Sick Leave/Dependent Care | SLDC* |
| Annual Leave               | AL    | Holiday Leave            | H     |                           |       |
| Annual Leave in Lieu of SL | SAL*  | Late Reporting           | L*    |                           |       |
| Administrative Leave       | ADL   | Leave Without Pay        | LWOP  |                           |       |
| Continuation of Pay        | COP   | LWOP in Lieu of SL       | SWOP* |                           |       |
| Court Leave                | CL    | Military Leave           | ML    |                           |       |
- \*Note: These are not separate leave categories, but a distinction is made for the purposes of analysis and tracking.*

Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
3	Jan. 11	Jan. 24	11	12	13	14	15	16	17	18	19	H 20	21	22	23	24
4	Jan. 25	Feb. 7	25	26	27	28	29	30	31	01	02	03	04	05	06	07
5	Feb. 8	Feb. 21	08	09	10	11	12	13	14	15	16	H 17	18	19	20	21
6	Feb. 22	Mar. 7	22	23	24	25	26	27	28	01	02	03	04	05	06	07
7	Mar. 8	Mar. 21	08	09	10	11	12	13	14	15	16	17	18	19	20	21
8	Mar. 22	Apr. 4	22	23	24	25	26	27	28	29	30	31	01	02	03	04
9	Apr. 5	Apr. 18	05	06	07	08	09	10	11	12	13	14	15	16	17	18
10	Apr. 19	May 2	19	20	21	22	23	24	25	26	27	28	29	30	01	02
11	May 3	May 16	03	04	05	06	07	08	09	10	11	12	13	14	15	16
12	May 17	May 30	17	18	19	20	21	22	23	24	25	H 26	27	28	29	30
13	May 31	June 13	31	01	02	03	04	05	06	07	08	09	10	11	12	13
14	June 14	June 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27
15	June 28	July 11	28	29	30	01	02	03	H 04	05	06	07	08	09	10	11
16	July 12	July 25	12	13	14	15	16	17	18	19	20	21	22	23	24	25
17	July 26	Aug. 8	26	27	28	29	30	31	01	02	03	04	05	06	07	08

**Note:** The Eagan DDE System (Under D385) provides employees' hire date, work hours in the last 12 months, and current leave balances, including FMLA and sick leave for dependent care.

(Employee's Name)

Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
18	Aug. 9	Aug. 22	09	10	11	12	13	14	15	16	17	18	19	20	21	22
19	Aug. 23	Sept. 5	23	24	25	26	27	28	29	30	31	H 01	02	03	04	05
20	Sept. 6	Sept. 19	06	07	08	09	10	11	12	13	14	15	16	17	18	19
21	Sept. 20	Oct. 3	20	21	22	23	24	25	26	27	28	29	30	01	02	03
22	Oct. 4	Oct. 17	04	05	06	07	08	09	10	11	12	H 13	14	15	16	17
23	Oct. 18	Oct. 31	18	19	20	21	22	23	24	25	26	27	28	29	30	31
24	Nov. 1	Nov. 14	01	02	03	04	05	06	07	08	09	10	H 11	12	13	14
25	Nov. 15	Nov. 28	15	16	17	18	19	20	21	22	23	24	25	26	H 27	28
26	Nov. 29	Dec. 12	29	30	01	02	03	04	05	06	07	08	09	10	11	12
01	Dec. 13	Dec. 26	13	14	15	16	17	18	19	20	21	22	23	24	H 25	26
02	Dec. 27	Jan. 9	27	28	29	30	31	H 01	02	03	04	05	06	07	08	09

Attendance Related Actions & Dates (See Instructions)

Reviewing Supervisor's Comments, Signature & Date

	Jan.	
	Feb.	
	March	
	April	
	May	
	June	
	July	
	Aug.	
	Sept.	
	Oct.	
	Nov.	
	Dec.	