

Courtesy of California State Employees association

Date		10											
(T) (T) (T) (T)		11	7			-		5-	177			-	
Record your leave on the char	t at right.	12											
In monthly columns, enter for each day the amount of leave you use and/or overtime you worked. These symbols are suggested:		13			1								1
		14											
		15											
Leave Used Overtime Worked		16			1				(				
H— Holiday P— Overtime we F— Personal for pay S— Sick T— Overtime we C— CTO for CTO		17		_									
	ay timo workod	18											
		19	_	_	+								
V— Vacation		20			1 -								
J— Jury Duty M— Military		21			+								
		22			-			7.	0				Ti.
<b>Examples:</b> If you use four hours of sick leave, enter S-4. If you take 8 hours of vacation,		23		_	1			,-	47				
		24		_									
enter V-8.		25											
Please refer to your contract t	to determine	26								-			i.
holidays and leave rates.		27											
		28											1.
Please see chart example on reverse side		29			-			3					
		30			-								
		31	_				4						
	V 6 1			_									
A Carried over from previous month	Vacation F	metromoteropour											
CTO													
		unanimbera <sub>e</sub> ,											
B Earned during current month	Vacation F												
current month	Sick L												
СТОН		_											
Total available Vacation		Oure								1 '	1	1 '	
		10.00.00.00.00	_		-			14	1				
(A plus B)	Sick L	eave											
	Sick L CTO H	eave lours											
Used during	Sick L CTO H Vacation H	eave lours lours											
	Sick L CTO H Vacation F Sick L	eave lours lours eave											
Used during current month	Sick L CTO H Vacation H Sick L CTO H	eave lours lours eave lours											
Used during current month  Balance at end of	Sick L CTO H Vacation F Sick L CTO H Vacation H	eave lours lours eave lours											
Used during current month	Sick L CTO H Vacation H Sick L CTO H Vacation H Sick L	eave lours lours eave lours eave											
Used during current month  Balance at end of month (C minus D)	Sick L CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H	eave lours lours eave lours eave											
Used during current month  Balance at end of month (C minus D)  Donated Catastrophic Leave	Sick L CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H	eave lours lours eave lours eave											
D Used during current month  Balance at end of month (C minus D)  Donated Catastrophic Leave See Article 15.7 of the CSEA/CSU donating catastrophic leave. Your	Sick L. CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H  e  MOU regarding local Human	eave lours lours eave lours eave											
D Used during current month  Balance at end of month (C minus D)  Donated Catastrophic Leave See Article 15.7 of the CSEA/CSU donating catastrophic leave. Your Resources Department will have as	Sick L. CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H  e  MOU regarding local Human opropriate forms.	eave lours lours eave lours eave											
D Used during current month  Balance at end of month (C minus D)  Donated Catastrophic Leave See Article 15.7 of the CSEA/CSU donating catastrophic leave. Your	Sick L. CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H  e  MOU regarding local Human opropriate forms.	eave lours lours eave lours eave											
D Used during current month  Balance at end of month (C minus D)  Donated Catastrophic Leave See Article 15.7 of the CSEA/CSU donating catastrophic leave. Your Resources Department will have as	Sick L. CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H  e  MOU regarding local Human opropriate forms.	eave lours lours eave lours eave											
D Used during current month  Balance at end of month (C minus D)  Donated Catastrophic Leave See Article 15.7 of the CSEA/CSU donating catastrophic leave. Your Resources Department will have as	Sick L. CTO H Vacation F Sick L CTO F Vacation H Sick L CTO H  e  MOU regarding local Human opropriate forms.	eave lours lours eave lours eave											

Jan

1

2

4 5

6

7 8 9 Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

## **Chart Example**

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A Carried over from previous month	Vacation Hours	76.7	80.7	93.7									
	Sick Leave	27	28	32									
	CTO Hours	_	_	_									
B Earned during current month	Vacation Hours	13	13	13									
	Sick Leave	8	8	8									
	CTO Hours							15					
C Total available (A plus B)	Vacation Hours	89.7	93.7	106.7									
	Sick Leave	35	36	40									
	CTO Hours												
Used during	Vacation Hours	9	0	11									
Used during current month	Sick Leave	7	4	18									
	CTO Hours												
Balance at end of month (C minus D)	Vacation Hours	80.7	93.7	95.7									
	Sick Leave	28	32	22						(2)			
	CTO Hours												
Donated Catastrophic Leave See Article 15.7 of the CSEA/CSU MOU regarding donating catastrophic leave. Your local Human													
						j		12					
Resources Department will have app Deduct any donated leave from your													
Deduct any donated leave from your	monthly totals.												