



## Business Services – PAYROLL

### Salaried Exempt Unclassified Employee Leave Record

(Exempt from Overtime Eligibility)

Name: <u>Julia J. Adams</u>	Employee ID No.: <b>940</b>	Department:	Month/Year:
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Leave Taken (Hours per day) – if no leave taken, submit with zeros in Total column																																
Calendar Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Sick Taken																																
Vacation Taken																																
Holiday Taken																																
Furlough Taken																																
Governor's Day*																																
Jury Duty																																
Bereavement																																
LWOP – notify payroll by 15 <sup>th</sup> of the month																																
Other (indicate**)																																

\*Governor's Day-special leave day given annually at the Governor's discretion with guidelines on usage

\*\*Indicate "Other"-list paid time away from campus (date, hours): e.g. 3/15-3/17-24 hrs Banner summit conference

We certify that the hours indicated on this record are correct.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name Julia J. Adams

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit approved leave record to the Payroll Services Dept, Churchill Hall, 2 days after the last business day of the month.**

Refer to: OAR 580-021-0030 Vacations (12-month, 0.50 FTE or greater)  
OAR 580-021-0040 Sick Leave Plan for Academic Personnel (0.50 FTE or greater)

For Payroll Use Only: Final Balance			
SICK	VACATION	COMMENTS	
Beginning Balance			
Hours Accrued			
Hours Taken			
Final Balance			