



**MONTHLY LEAVE\* REPORT FOR ACADEMIC EMPLOYEES**

NAME:	DEPT:
AUGUST 16, _____ TO AUGUST 15, _____	

	Vacation	Sick Leave	Floating Holiday	Date and Employee Signature	Date and Supervisor Signature
Aug 16 – Sept 15					
Sept 16 – Oct 15					
Oct 16 – Nov 15					
Nov 16 – Dec 15					
Dec 16 – Jan 15					
Jan 16 – Feb 15					
Feb 16 – Mar 15					
Mar 16 – Apr 15					
Apr 16 – May 15					
May 16 – Jun 15					
Jun 16 – Jul 15					
Jul 16 – Aug 15					

\* all leave amounts are to be in ½ day or whole day increments only.