



2011-2012 LEAVE RECORD--PROFESSIONAL SERVICE STAFF

SEPTEMBER 2011

S	M	T	W	T	F	S	ANN. LV.	SICK LV.
				1	2	3	Begin Balance	
4	5	6	7	8	9	10	Amount Used	
11	12	13	14	15	16	17	Subtotal	
18	19	20	21	22	23	24	Amount Earned	
25	26	27	28	29	30		Balance	



OCTOBER 2011



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
						1	Begin Balance	
2	3	4	5	6	7	8	Amount Used	
9	10	11	12	13	14	15	Subtotal	
16	17	18	19	20	21	22	Amount Earned	
23	24	25	26	27	28	29	Balance	
30	31							



NOVEMBER 2011



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
		1	2	3	4	5	Begin Balance	
6	7	8	9	10	11	12	Amount Used	
13	14	15	16	17	18	19	Subtotal	
20	21	22	23	24	25	26	Amount Earned	
27	28	29	30				Balance	



DECEMBER 2011



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
				1	2	3	Begin Balance	
4	5	6	7	8	9	10	Amount Used	
11	12	13	14	15	16	17	Subtotal	
18	19	20	21	22	23	24	Amount Earned	
25	26	27	28	29	30	31	Balance	



JANUARY 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
1	2	3	4	5	6	7	Begin Balance	
8	9	10	11	12	13	14	Amount Used	
15	16	17	18	19	20	21	Subtotal	
22	23	24	25	26	27	28	Amount Earned	
29	30	31					Balance	



FEBRUARY 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
			1	2	3	4	Begin Balance	
5	6	7	8	9	10	11	Amount Used	
12	13	14	15	16	17	18	Subtotal	
19	20	21	22	23	24	25	Amount Earned	
26	27	28	29				Balance	

MARCH 2012

S	M	T	W	T	F	S	ANN. LV.	SICK LV.
				1	2	3	Begin Balance	
4	5	6	7	8	9	10	Amount Used	
11	12	13	14	15	16	17	Subtotal	
18	19	20	21	22	23	24	Amount Earned	
25	26	27	28	29	30	31	Balance	



APRIL 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
1	2	3	4	5	6	7	Begin Balance	
8	9	10	11	12	13	14	Amount Used	
15	16	17	18	19	20	21	Subtotal	
22	23	24	25	26	27	28	Amount Earned	
29	30						Balance	



MAY 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
		1	2	3	4	5	Begin Balance	
6	7	8	9	10	11	12	Amount Used	
13	14	15	16	17	18	19	Subtotal	
20	21	22	23	24	25	26	Amount Earned	
27	28	29	30	31			Balance	



JUNE 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
					1	2	Begin Balance	
3	4	5	6	7	8	9	Amount Used	
10	11	12	13	14	15	16	Subtotal	
17	18	19	20	21	22	23	Amount Earned	
24	25	26	27	28	29	30	Balance	



JULY 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
1	2	3	4	5	6	7	Begin Balance	
8	9	10	11	12	13	14	Amount Used	
15	16	17	18	19	20	21	Subtotal	
22	23	24	25	26	27	28	Amount Earned	
29	30	31					Balance	



AUGUST 2012



S	M	T	W	T	F	S	ANN. LV.	SICK LV.
			1	2	3	4	Begin Balance	
5	6	7	8	9	10	11	Amount Used	
12	13	14	15	16	17	18	Subtotal	
19	20	21	22	23	24	25	Amount Earned	
26	27	28	29	30	31		Balance	

