

NAME _____

**KANSAS STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES
Annual & Sick Leave Record**

Payroll Dates (Pay Date)	Annual Leave (in hours)				Sick Leave (in hours)				Other Leave/Remarks
	Hours Accum	Hours Earned	Hours Used	Hours Balance	Hours Accum	Hours Earned	Hours Used	Hours Balance	
06/15/08 to 06/28/08 (07/11/08)		3.7				3.7			
06/29/08 to 07/12/08 (07/25/08)		3.7				3.7			
07/13/08 to 07/26/08 (08/08/08)		3.7				3.7			
07/27/08 to 08/09/08 (08/22/08)		3.7				3.7			
08/10/08 to 08/23/08 (09/05/08)		3.7				3.7			
08/24/08 to 09/06/08 (09/19/08)		3.7				3.7			
09/07/08 to 09/20/08 (10/03/08)		3.7				3.7			
09/21/08 to 10/04/08 (10/17/08)		3.7				3.7			
10/05/08 to 10/18/08 (10/31/08)		3.7				3.7			
10/19/08 to 11/01/08 (11/14/08)		3.7				3.7			
11/02/08 to 11/15/08 (11/26/08)		3.7				3.7			
11/16/08 to 11/29/08 (12/12/08)		3.7				3.7			
11/30/08 to 12/13/08 (12/24/08)		3.7				3.7			
12/14/08 to 12/27/08 (01/09/09)		3.7				3.7			
12/28/08 to 01/10/09 (01/23/09)		3.7				3.7			
01/11/09 to 01/24/09 (02/06/09)		3.7				3.7			
01/25/09 to 02/07/09 (02/20/09)		3.7				3.7			
02/08/09 to 02/21/09 (03/06/09)		3.7				3.7			
02/22/09 to 03/07/09 (03/20/09)		3.7				3.7			
03/08/09 to 03/21/09 (04/03/09)		3.7				3.7			
03/22/09 to 04/04/09 (04/17/09)		3.7				3.7			
04/05/09 to 04/18/09 (05/01/09)		3.7				3.7			
04/19/09 to 05/02/09 (05/15/09)		3.7				3.7			
05/03/09 to 05/16/09 (05/29/09)		3.7				3.7			
05/17/09 to 05/30/09 (06/12/09)		3.7				3.7			
05/31/09 to 06/13/09 (06/26/09)		3.7				3.7			

Annual leave earned and maximum accumulations:

Classified:

- Less than 5 years - 3.7 hours earned/max - 304 hours
- 5-10 years - 4.7 hours earned/max - 304 hours
- 10 years and over - 6.7 hours earned/max - 304 hours

Unclassified - 8.0 hours earned/max - 304 hours

NAME _____

**KANSAS STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES
Annual & Sick Leave Record**

Payroll Dates (Pay Date)	Annual Leave (in hours)				Sick Leave (in hours)				Other Leave/Remarks
	Hours Accum	Hours Earned	Hours Used	Hours Balance	Hours Accum	Hours Earned	Hours Used	Hours Balance	
06/15/08 to 06/28/08 (07/11/08)		4.7				3.7			
06/29/08 to 07/12/08 (07/25/08)		4.7				3.7			
07/13/08 to 07/26/08 (08/08/08)		4.7				3.7			
07/27/08 to 08/09/08 (08/22/08)		4.7				3.7			
08/10/08 to 08/23/08 (09/05/08)		4.7				3.7			
08/24/08 to 09/06/08 (09/19/08)		4.7				3.7			
09/07/08 to 09/20/08 (10/03/08)		4.7				3.7			
09/21/08 to 10/04/08 (10/17/08)		4.7				3.7			
10/05/08 to 10/18/08 (10/31/08)		4.7				3.7			
10/19/08 to 11/01/08 (11/14/08)		4.7				3.7			
11/02/08 to 11/15/08 (11/26/08)		4.7				3.7			
11/16/08 to 11/29/08 (12/12/08)		4.7				3.7			
11/30/08 to 12/13/08 (12/24/08)		4.7				3.7			
12/14/08 to 12/27/08 (01/09/09)		4.7				3.7			
12/28/08 to 01/10/09 (01/23/09)		4.7				3.7			
01/11/09 to 01/24/09 (02/06/09)		4.7				3.7			
01/25/09 to 02/07/09 (02/20/09)		4.7				3.7			
02/08/09 to 02/21/09 (03/06/09)		4.7				3.7			
02/22/09 to 03/07/09 (03/20/09)		4.7				3.7			
03/08/09 to 03/21/09 (04/03/09)		4.7				3.7			
03/22/09 to 04/04/09 (04/17/09)		4.7				3.7			
04/05/09 to 04/18/09 (05/01/09)		4.7				3.7			
04/19/09 to 05/02/09 (05/15/09)		4.7				3.7			
05/03/09 to 05/16/09 (05/29/09)		4.7				3.7			
05/17/09 to 05/30/09 (06/12/09)		4.7				3.7			
05/31/09 to 06/13/09 (06/26/09)		4.7				3.7			

Annual leave earned and maximum accumulations:

Classified:

Less than 5 years - 3.7 hours earned/max - 304 hours

5-10 years - 4.7 hours earned/max - 304 hours

10 years and over - 6.7 hours earned/max - 304 hours

Unclassified - 8.0 hours earned/max - 304 hours

NAME _____

**KANSAS STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES
Annual & Sick Leave Record**

Payroll Dates (Pay Date)	Annual Leave (in hours)				Sick Leave (in hours)				Other Leave/Remarks
	Hours Accum	Hours Earned	Hours Used	Hours Balance	Hours Accum	Hours Earned	Hours Used	Hours Balance	
06/15/08 to 06/28/08 (07/11/08)		6.7				3.7			
06/29/08 to 07/12/08 (07/25/08)		6.7				3.7			
07/13/08 to 07/26/08 (08/08/08)		6.7				3.7			
07/27/08 to 08/09/08 (08/22/08)		6.7				3.7			
08/10/08 to 08/23/08 (09/05/08)		6.7				3.7			
08/24/08 to 09/06/08 (09/19/08)		6.7				3.7			
09/07/08 to 09/20/08 (10/03/08)		6.7				3.7			
09/21/08 to 10/04/08 (10/17/08)		6.7				3.7			
10/05/08 to 10/18/08 (10/31/08)		6.7				3.7			
10/19/08 to 11/01/08 (11/14/08)		6.7				3.7			
11/02/08 to 11/15/08 (11/26/08)		6.7				3.7			
11/16/08 to 11/29/08 (12/12/08)		6.7				3.7			
11/30/08 to 12/13/08 (12/24/08)		6.7				3.7			
12/14/08 to 12/27/08 (01/09/09)		6.7				3.7			
12/28/08 to 01/10/09 (01/23/09)		6.7				3.7			
01/11/09 to 01/24/09 (02/06/09)		6.7				3.7			
01/25/09 to 02/07/09 (02/20/09)		6.7				3.7			
02/08/09 to 02/21/09 (03/06/09)		6.7				3.7			
02/22/09 to 03/07/09 (03/20/09)		6.7				3.7			
03/08/09 to 03/21/09 (04/03/09)		6.7				3.7			
03/22/09 to 04/04/09 (04/17/09)		6.7				3.7			
04/05/09 to 04/18/09 (05/01/09)		6.7				3.7			
04/19/09 to 05/02/09 (05/15/09)		6.7				3.7			
05/03/09 to 05/16/09 (05/29/09)		6.7				3.7			
05/17/09 to 05/30/09 (06/12/09)		6.7				3.7			
05/31/09 to 06/13/09 (06/26/09)		6.7				3.7			

Annual leave earned and maximum accumulations:

Classified:

- Less than 5 years - 3.7 hours earned/max - 304 hours
- 5-10 years - 4.7 hours earned/max - 304 hours
- 10 years and over - 6.7 hours earned/max - 304 hours

Unclassified - 8.0 hours earned/max - 304 hours

NAME _____

**KANSAS STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES
Annual & Sick Leave Record**

Payroll Dates (Pay Date)	Annual Leave (in hours)				Sick Leave (in hours)				Other Leave/Remarks
	Hours Accum	Hours Earned	Hours Used	Hours Balance	Hours Accum	Hours Earned	Hours Used	Hours Balance	
06/15/08 to 06/28/08 (07/11/08)		8				3.7			
06/29/08 to 07/12/08 (07/25/08)		8				3.7			
07/13/08 to 07/26/08 (08/08/08)		8				3.7			
07/27/08 to 08/09/08 (08/22/08)		8				3.7			
08/10/08 to 08/23/08 (09/05/08)		8				3.7			
08/24/08 to 09/06/08 (09/19/08)		8				3.7			
09/07/08 to 09/20/08 (10/03/08)		8				3.7			
09/21/08 to 10/04/08 (10/17/08)		8				3.7			
10/05/08 to 10/18/08 (10/31/08)		0				3.7			
10/19/08 to 11/01/08 (11/14/08)		8				3.7			
11/02/08 to 11/15/08 (11/26/08)		8				3.7			
11/16/08 to 11/29/08 (12/12/08)		8				3.7			
11/30/08 to 12/13/08 (12/24/08)		8				3.7			
12/14/08 to 12/27/08 (01/09/09)		8				3.7			
12/28/08 to 01/10/09 (01/23/09)		8				3.7			
01/11/09 to 01/24/09 (02/06/09)		8				3.7			
01/25/09 to 02/07/09 (02/20/09)		8				3.7			
02/08/09 to 02/21/09 (03/06/09)		8				3.7			
02/22/09 to 03/07/09 (03/20/09)		8				3.7			
03/08/09 to 03/21/09 (04/03/09)		8				3.7			
03/22/09 to 04/04/09 (04/17/09)		8				3.7			
04/05/09 to 04/18/09 (05/01/09)		8				3.7			
04/19/09 to 05/02/09 (05/15/09)		8				3.7			
05/03/09 to 05/16/09 (05/29/09)		0				3.7			
05/17/09 to 05/30/09 (06/12/09)		0				3.7			
05/31/09 to 06/13/09 (06/26/09)		0				3.7			

Annual leave earned and maximum accumulations:

Classified:

Less than 5 years - 3.7 hours earned/max - 304 hours

5-10 years - 4.7 hours earned/max - 304 hours

10 years and over - 6.7 hours earned/max - 304 hours

Unclassified - 8.0 hours earned/max - 304 hours