

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	
06/14/09 to 06/27/09 (07/10/09)		3.7				3.7			
06/28/09 to 07/11/09 (07/24/09)		3.7				3.7			
07/12/09 to 07/25/09 (08/07/09)		3.7				3.7			
07/26/09 to 08/08/09 (08/21/09)		3.7				3.7			
08/09/09 to 08/22/09 (09/04/09)		3.7				3.7			
08/23/09 to 09/05/09 (09/18/09)		3.7				3.7			
09/06/09 to 09/19/09 (10/02/09)		3.7				3.7			
09/20/09 to 10/03/09 (10/16/09)		3.7				3.7			
10/04/09 to 10/17/09 (10/30/09)		3.7				3.7			
10/18/09 to 10/31/09 (11/13/09)		3.7				3.7			
11/01/09 to 11/14/09 (11/25/09)		3.7				3.7			
11/15/09 to 11/28/09 (12/11/09)		3.7				3.7			
11/29/09 to 12/12/09 (12/24/09)		3.7				3.7			
12/13/09 to 12/26/09 (01/08/10)		3.7				3.7			
12/27/09 to 01/09/10 (01/22/10)		3.7				3.7			
01/10/10 to 01/23/10 (02/05/10)		3.7				3.7			
01/24/10 to 02/06/10 (02/19/10)		3.7				3.7			
02/07/10 to 02/20/10 (03/05/10)		3.7				3.7			
02/21/10 to 03/06/10 (03/19/10)		3.7				3.7			
03/07/10 to 03/20/10 (04/02/10)		3.7				3.7			
03/21/10 to 04/03/10 (04/16/10)		3.7				3.7			
04/04/10 to 04/17/10 (04/30/10)		3.7				3.7			
04/18/10 to 05/01/10 (05/14/10)		3.7				3.7			
05/02/10 to 05/15/10 (05/28/10)		3.7				3.7			
05/16/10 to 05/29/10 (06/11/10)		3.7				3.7			
05/30/10 to 06/12/10 (06/25/10)		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 - 5.5 hours earned/max - 304 hours

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

Unclassified - 8.0 hours earned/max - 304 hours

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	Hours Accum	Hours Earned	Hours Used	Hours Balance	Hours Accum	Hours Earned	Hours Used	Hours Balance	
06/14/09 to 06/27/09 (07/10/09)		5.5				3.7			
06/28/09 to 07/11/09 (07/24/09)		5.5				3.7			
07/12/09 to 07/25/09 (08/07/09)		5.5				3.7			
07/26/09 to 08/08/09 (08/21/09)		5.5				3.7			
08/09/09 to 08/22/09 (09/04/09)		5.5				3.7			
08/23/09 to 09/05/09 (09/18/09)		5.5				3.7			
09/06/09 to 09/19/09 (10/02/09)		5.5				3.7			
09/20/09 to 10/03/09 (10/16/09)		5.5				3.7			
10/04/09 to 10/17/09 (10/30/09)		5.5				3.7			
10/18/09 to 10/31/09 (11/13/09)		5.5				3.7			
11/01/09 to 11/14/09 (11/25/09)		5.5				3.7			
11/15/09 to 11/28/09 (12/11/09)		5.5				3.7			
11/29/09 to 12/12/09 (12/24/09)		5.5				3.7			
12/13/09 to 12/26/09 (01/08/10)		5.5				3.7			
12/27/09 to 01/09/10 (01/22/10)		5.5				3.7			
01/10/10 to 01/23/10 (02/05/10)		5.5				3.7			
01/24/10 to 02/06/10 (02/19/10)		5.5				3.7			
02/07/10 to 02/20/10 (03/05/10)		5.5				3.7			
02/21/10 to 03/06/10 (03/19/10)		5.5				3.7			
03/07/10 to 03/20/10 (04/02/10)		5.5				3.7			
03/21/10 to 04/03/10 (04/16/10)		5.5				3.7			
04/04/10 to 04/17/10 (04/30/10)		5.5				3.7			
04/18/10 to 05/01/10 (05/14/10)		5.5				3.7			
05/02/10 to 05/15/10 (05/28/10)		5.5				3.7			
05/16/10 to 05/29/10 (06/11/10)		5.5				3.7			
05/30/10 to 06/12/10 (06/25/10)		5.5				3.7			

Annual leave earned and maximum accumulations:

Classified:

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06/14/09 to 06/27/09 (07/10/09)		6.7				3.7			
06/28/09 to 07/11/09 (07/24/09)		6.7				3.7			
07/12/09 to 07/25/09 (08/07/09)		6.7				3.7			
07/26/09 to 08/08/09 (08/21/09)		6.7				3.7			
08/09/09 to 08/22/09 (09/04/09)		6.7				3.7			
08/23/09 to 09/05/09 (09/18/09)		6.7				3.7			
09/06/09 to 09/19/09 (10/02/09)		6.7				3.7			
09/20/09 to 10/03/09 (10/16/09)		6.7				3.7			
10/04/09 to 10/17/09 (10/30/09)		6.7				3.7			
10/18/09 to 10/31/09 (11/13/09)		6.7				3.7			
11/01/09 to 11/14/09 (11/25/09)		6.7				3.7			
11/15/09 to 11/28/09 (12/11/09)		6.7				3.7			
11/29/09 to 12/12/09 (12/24/09)		6.7				3.7			
12/13/09 to 12/26/09 (01/08/10)		6.7				3.7			
12/27/09 to 01/09/10 (01/22/10)		6.7				3.7			
01/10/10 to 01/23/10 (02/05/10)		6.7				3.7			
01/24/10 to 02/06/10 (02/19/10)		6.7				3.7			
02/07/10 to 02/20/10 (03/05/10)		6.7				3.7			
02/21/10 to 03/06/10 (03/19/10)		6.7				3.7			
03/07/10 to 03/20/10 (04/02/10)		6.7				3.7			
03/21/10 to 04/03/10 (04/16/10)		6.7				3.7			
04/04/10 to 04/17/10 (04/30/10)		6.7				3.7			
04/18/10 to 05/01/10 (05/14/10)		6.7				3.7			
05/02/10 to 05/15/10 (05/28/10)		6.7				3.7			
05/16/10 to 05/29/10 (06/11/10)		6.7				3.7			
05/30/10 to 06/12/10 (06/25/10)		6.7				3.7			

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	Hours Accum	Hours Earned	Hours Used	Hours Balance	Hours Accum	Hours Earned	Hours Used	Hours Balance	
06/14/09 to 06/27/09 (07/10/09)		8				3.7			
06/28/09 to 07/11/09 (07/24/09)		8				3.7			
07/12/09 to 07/25/09 (08/07/09)		8				3.7			
07/26/09 to 08/08/09 (08/21/09)		8				3.7			
08/09/09 to 08/22/09 (09/04/09)		8				3.7			
08/23/09 to 09/05/09 (09/18/09)		8				3.7			
09/06/09 to 09/19/09 (10/02/09)		8				3.7			
09/20/09 to 10/03/09 (10/16/09)		8				3.7			
10/04/09 to 10/17/09 (10/30/09)		0				3.7			
10/18/09 to 10/31/09 (11/13/09)		8				3.7			
11/01/09 to 11/14/09 (11/25/09)		8				3.7			
11/15/09 to 11/28/09 (12/11/09)		8				3.7			
11/29/09 to 12/12/09 (12/24/09)		8				3.7			
12/13/09 to 12/26/09 (01/08/10)		8				3.7			
12/27/09 to 01/09/10 (01/22/10)		8				3.7			
01/10/10 to 01/23/10 (02/05/10)		8				3.7			
01/24/10 to 02/06/10 (02/19/10)		8				3.7			
02/07/10 to 02/20/10 (03/05/10)		8				3.7			
02/21/10 to 03/06/10 (03/19/10)		8				3.7			
03/07/10 to 03/20/10 (04/02/10)		8				3.7			
03/21/10 to 04/03/10 (04/16/10)		8				3.7			
04/04/10 to 04/17/10 (04/30/10)		0				3.7			
04/18/10 to 05/01/10 (05/14/10)		8				3.7			
05/02/10 to 05/15/10 (05/28/10)		8				3.7			
05/16/10 to 05/29/10 (06/11/10)		0				3.7			
05/30/10 to 06/12/10 (06/25/10)		0				3.7			

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