U.S. DOD Form dod-secnav-12630-1

SCD	LV. CATEGORY HRS.		SA W-NO. S OR A; S A-NO. S; AW-NO. A

A - ANNUAL LEAVE
S - SICK LEAVE
W - LEAVE WITHOUT PAY
H - HOLIDAY LEAVE
J - COURT LEAVE
M - MILITARY LEAVE
P - ADMINISTRATIVE LEAVE
T - TRAVEL STATUS
B - INJURY COMPENSATION (BEC)
X - SUSPENSION
Z - ABSENT WITHOUT LEAVE (AWOL)

LUMP-SUM LEAVE

(Hours)	(From)	(To)

ANNUAL LEAVE FORFEITED IF NOT USED BEFORE CLOSE OF YEAR

NO. OF HOURS

2005 LEAVE	ANNUAL	SICK
BALANCE AS OF 1-09-05		
ACTUAL DURING THIS YEAR		
TAKEN DURING THIS YEAR		
BALANCE AS OF 1-07-06		

MO.	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
JAN	9	10	11	12	13	14	15	16	H	18	19	H	21	22	1
JAN FEB	23	24	25	26	27	28	29	30	31	1	2	3	4	5	2
FEB	6	7	8	9	10	11	12	13	14	15	16	17	18	19	3
FEB MAR	20	H	22	23	24	25	26	27	28	1	2	3	4	5	4
MAR	6	7	8	9	10	11	12	13	14	15	16	17	18	19	5
MAR APR	20	21	22	23	24	25	26	27	28	29	30	31	1	2	6
APR	3	4	5	6	7	8	9	10	11	12	13	14	15	16	7
APR	17	18	19	20	21	22	23	24	25	26	27	28	29	30	8
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	9
MAY	15	16	17	18	19	20	21	22	23	24	25	26	27	28	10
MAY JUN	29	H	31	1	2	3	4	5	6	7	8	9	10	11	11
JUN	12	13	14	15	16	17	18	19	20	21	22	23	24	25	12
JUN JUL	26	27	28	29	30	1	2	3	H	5	6	7	8	9	13
JUL	10	11	12	13	14	15	16	17	18	19	20	21	22	23	14
JUL AUG	24	25	26	27	28	29	30	31	1	2	3	4	5	6	15
AUG	7	8	9	10	11	12	13	14	15	16	17	18	19	20	16
AUG SEP	21	22	23	24	25	26	27	28	29	30	31	1	2	3	17
SEP	4	H	6	7	8	9	10	11	12	13	14	15	16	17	18
SEP OCT	18	19	20	21	22	23	24	25	26	27	28	29	30	1	19
OCT	2	3	4	5	6	7	8	9	H	11	12	13	14	15	20
OCT	16	17	18	19	20	21	22	23	24	25	26	27	28	29	21
OCT NOV	30	31	1	2	3	4	5	6	7	8	9	10	H	12	22
NOV	13	14	15	16	17	18	19	20	21	22	23	H	25	26	23
NOV DEC	27	28	29	30	1	2	3	4	5	6	7	8	9	10	24
DEC	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
DEC JAN	25	H	27	28	29	30	31	1	H	3	4	5	6	7	26
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	

ANNUAL LEAVE AND SICK LEAVE DUE, SHOW FOR FINAL PAY PERIOD, TO BE CARRIED FORWARD TO THE SERVICE CARD FOR THE ENSUING YEAR.

ANNUAL LEAVE		SICK LEAVE		OTHER TAKEN	
TAKEN	DUE	TAKEN	DUE	CODE	HOURS
BROUGHT FORWARD →		X			

DATE EMPLOYED	DATE SEPARATED	RECAP OF NONPAY ABSENCES (Hours)	
		LEAVE WITHOUT PAY	
		FURLOUGH (NONMILITARY)	
		SUSPENSION	
		AUTHORIZED ABSENCE	

CHANGE OF RATING

DATE	RATING	PAY PER HR/YR	DATE	RATING	PAY PER HR/YR

COMPENSATORY TIME

DATE	HOURS EARNED	HOURS TAKEN	BALANCE DUE	DATE	HOURS EARNED	HOURS TAKEN	BALANCE DUE
	BROUGHT FORWARD				BROUGHT FORWARD		

COMPENSATION FOR DISABILITY

CLAIM NO.	FROM	TO	AMOUNT

REMARKS