

SCD	LV. CATEGORY HRS.		SA W-NO. S OR A; SA-NO. S; AW-NO. A
SERVICE HISTORY			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		ANNUAL LEAVE AND SICK LEAVE DUE, SHOW FOR FINAL PAY PERIOD, TO BE CARRIED FORWARD TO THE SERVICE CARD FOR THE ENSUING YEAR. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">ANNUAL LEAVE</th> <th colspan="2">SICK LEAVE</th> <th colspan="2">OTHER TAKEN</th> </tr> <tr> <th>TAKEN</th> <th>DUE</th> <th>TAKEN</th> <th>DUE</th> <th colspan="2"></th> </tr> <tr> <td>BROUGHT FORWARD →</td> <td></td> <td style="text-align:center; vertical-align: middle;">X</td> <td></td> <th>CODE</th> <th>HOURS</th> </tr> </table>					ANNUAL LEAVE		SICK LEAVE		OTHER TAKEN		TAKEN	DUE	TAKEN	DUE			BROUGHT FORWARD →		X		CODE	HOURS
ANNUAL LEAVE		SICK LEAVE		OTHER TAKEN																																						
TAKEN	DUE	TAKEN	DUE																																							
BROUGHT FORWARD →		X		CODE	HOURS																																					
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																												

