



**WORK YEARS AND PERSONNEL COSTS REPORT  
LEAVE EARNED AND USED  
LEAVE YEAR**

1. Agency Name						2. Agency Code
Type of Leave	Leave Used		Number of Leave Days:			Credited For Retirement
	Number of Days	Value (Thousands)	Earned	Carried Over End of Year	Forfeited End of Year	
1. Total Annual	(1)	(1)				XX
1a. Annual Lump-Sum Payments (separately)	(2)	(2)	XX	XX	XX	XX
2. Sick					XX	
3. Holidays			XX	XX	XX	XX
4. Time-Off Awards			XX	XX	XX	XX
5. Other Leave for Employees Covered by 5 U.S.C. 6301			XX	XX	XX	XX
6. Other Leave <sup>3</sup> for Employees not Covered by 5 U.S.C. 6301						

<sup>1</sup> Includes lump-sum payments for annual leave paid to separating employees.

<sup>2</sup> Lump-sum payments shown separately.

<sup>3</sup> Leave granted to employees not covered by chapter 63 of title 5, U.S. Code, regardless of type of leave. Specify categories of employees for whom this type of leave is reported.