

DREW

Payroll

Monthly Leave Report

Name: _____ ID #: _____
 First Name Last Name

Department: _____

Instructions: Fill in the month and days on the calendar, and enter the Leave Code (Example: enter VAC on Monday January 30th if you used 7 hours of vacation time)

Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Signature of Employee _____ Date: _____

Supervisor's Signature _____ Date: _____

VP or Dean's Signature _____ Date: _____

****Leave Codes:**

Bereavement: BRVM	Floating Holiday: FHOL	Jury Duty: JURY
Voluntary Sick Leave: VSLU	Military: MILT	Sick: SICK
Vacation: VACA		

**For Payroll Use Only:
Monthly Total**

BRVM:		FHOL:		JURY:		VSLU:	
MILT:		SICK:		VACA:		TOTAL:	