

**THE GEORGE WASHINGTON UNIVERSITY  
WORK AND LEAVE RECORD  
MONTHLY PAYROLL**

Time _____ To _____ Leave Available _____
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51211  
Fund – Center – Account

\_\_\_\_\_  
Last Name First MI

\_\_\_\_\_  
Class Code/Title

\_\_\_\_\_  
GWID

\_\_\_\_\_  
EOD

\_\_\_\_\_  
Current Month/Year

Hours Worked: \_\_\_\_\_  
Per Day

\_\_\_\_\_  
Per Week

\_\_\_\_\_  
Starting Time

\_\_\_\_\_  
Ending Time

**ANNUAL LEAVE ACCRUAL RATE**

0 through the end of the 2<sup>nd</sup> Year \_\_\_\_\_ Days Date \_\_\_\_\_  
 3<sup>rd</sup> through the end of the 4<sup>th</sup> Year \_\_\_\_\_ Days Date \_\_\_\_\_  
 5<sup>th</sup> through the end of the 15<sup>th</sup> Year \_\_\_\_\_ Days Date \_\_\_\_\_  
 After the 15<sup>th</sup> Year \_\_\_\_\_ Days Date \_\_\_\_\_

**ANNUAL AND SICK LEAVE RECORD**

ANNUAL ADVANCED	ANNUAL ACTUAL ACCRUED	SICK LEAVE	OTHER
BALANCE	BALANCE	BALANCE	BALANCE

WEEK	S	M	T	W	T	F	S
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							


\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

- T – Tardy
- V – Annual Leave
- H – Holiday
- J – Jury Duty
- CA – Court Appearance
- B – Bereavement
- LA – Leave of Absence
- S – Sick Leave
- SD – Sick Dependand
- TD – Temporary Disability
- R – Reserve/Military
- A – Absent Without Leave
- W – Worker’s Compensation
- BD - Birthday

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CURRENT MONTHLY  
ACCRUAL

MONTHLY LEAVE USED

TOTAL YEAR TO DATE  
LEAVE USED

ACCRUED

CURRENT BALANCE

TERMINATION BALANCE  
LEAVE

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