THE GEORGE WASHINGTON UNIVERSITY  
WORK AND LEAVE RECORD  
MONTHLY PAYROLL  

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 2nd Year  
3rd through the end of the 4th Year  
5th through the end of the 15th Year  
After the 15th Year  

ANNUAL AND SICK LEAVE RECORD  

<table>
<thead>
<tr>
<th>WEEK</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
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<tbody>
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<td>Week 1</td>
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<td>Week 2</td>
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<td>Week 3</td>
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<td>Week 4</td>
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<td>Week 5</td>
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</tbody>
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T – Tardy  
V – Annual Leave  
H – Holiday  
J – Jury Duty  
CA – Court Appearance  
B – Bereavement  
LA – Leave of Absence  
S – Sick Leave  
SD – Sick Dependant  
TD – Temporary Disability  
R – Reserve/Military  
A – Absent Without Leave  
W – Worker's Compensation  
BD - Birthday  

MONTHLY LEAVE USED  
TOTAL YEAR TO DATE LEAVE USED  
CURRENT MONTHLY ACCRUAL  
CURRENT BALANCE  
TERMINATION BALANCE  

Signature of Employee  
Signature of Supervisor  

Time______ To_______  
Leave Available_______