



DARE TO DO MORE

# LAGUARDIA COMMUNITY COLLEGE THE CITY UNIVERSITY OF NEW YORK

## TIME AND LEAVE FORM FOR ALL MEMBERS OF THE NON-TEACHING INSTRUCTIONAL STAFF

ECP TITLES, HEO SERIES, BUSINESS MANAGEMENT SERIES, REGISTRAR SERIES, LIBRARIANS, COUNSELERS/STUDENT PERSONNEL, COLLEGE LAB TECHNICIANS, RESEARCH ASSISTANTS, CLASSIFIED MANAGERIAL SERVICES

SIGNED TIME AND LEAVE FORM IS DUE BACK IN HUMAN RESOURCES WITHIN ONE WEEK OF ENDING DATE WITH APPROPRIATE SIGNATURES

NAME: \_\_\_\_\_

BALANCE AS OF: \_\_\_\_\_

TITLE: \_\_\_\_\_

ANNUAL LEAVE BALANCE: \_\_\_\_\_

DIVISION: \_\_\_\_\_

SICK LEAVE BALANCE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

UNSCHEDULED HOLIDAYS: \_\_\_\_\_

TIME AND LEAVE FOR THE PERIOD BEGINNING: \_\_\_\_\_ AND ENDING: \_\_\_\_\_

| Date          | Present | Annual Leave | Sick Leave | Unscheduled Holiday | Other Absence: Jury Duty, Presidential Leave |
|---------------|---------|--------------|------------|---------------------|--|
| 1             |         |              |            |                     |  |
| 2             |         |              |            |                     |  |
| 3             |         |              |            |                     |  |
| 4             |         |              |            |                     |  |
| 5             |         |              |            |                     |  |
| 6             |         |              |            |                     |  |
| 7             |         |              |            |                     |  |
| 8             |         |              |            |                     |  |
| 9             |         |              |            |                     |  |
| 10            |         |              |            |                     |  |
| 11            |         |              |            |                     |  |
| 12            |         |              |            |                     |  |
| 13            |         |              |            |                     |  |
| 14            |         |              |            |                     |  |
| 15            |         |              |            |                     |  |
| 16            |         |              |            |                     |  |
| 17            |         |              |            |                     |  |
| 18            |         |              |            |                     |  |
| 19            |         |              |            |                     |  |
| 20            |         |              |            |                     |  |
| 21            |         |              |            |                     |  |
| 22            |         |              |            |                     |  |
| 23            |         |              |            |                     |  |
| 24            |         |              |            |                     |  |
| 25            |         |              |            |                     |  |
| 26            |         |              |            |                     |  |
| 27            |         |              |            |                     |  |
| 28            |         |              |            |                     |  |
| 29            |         |              |            |                     |  |
| 30            |         |              |            |                     |  |
| 31            |         |              |            |                     |  |
| <b>TOTALS</b> |         | <b>AL</b>    | <b>SL</b>  | <b>UH</b>           | <b>OTHER/JURY/PRES</b>                       |

| Date          | Present | Annual Leave | Sick Leave | Unscheduled Holiday | Other Absence: Jury Duty, Presidential Leave |
|---------------|---------|--------------|------------|---------------------|--|
| 1             |         |              |            |                     |  |
| 2             |         |              |            |                     |  |
| 3             |         |              |            |                     |  |
| 4             |         |              |            |                     |  |
| 5             |         |              |            |                     |  |
| 6             |         |              |            |                     |  |
| 7             |         |              |            |                     |  |
| 8             |         |              |            |                     |  |
| 9             |         |              |            |                     |  |
| 10            |         |              |            |                     |  |
| 11            |         |              |            |                     |  |
| 12            |         |              |            |                     |  |
| 13            |         |              |            |                     |  |
| 14            |         |              |            |                     |  |
| 15            |         |              |            |                     |  |
| 16            |         |              |            |                     |  |
| 17            |         |              |            |                     |  |
| 18            |         |              |            |                     |  |
| 19            |         |              |            |                     |  |
| 20            |         |              |            |                     |  |
| 21            |         |              |            |                     |  |
| 22            |         |              |            |                     |  |
| 23            |         |              |            |                     |  |
| 24            |         |              |            |                     |  |
| 25            |         |              |            |                     |  |
| 26            |         |              |            |                     |  |
| 27            |         |              |            |                     |  |
| 28            |         |              |            |                     |  |
| 29            |         |              |            |                     |  |
| 30            |         |              |            |                     |  |
| 31            |         |              |            |                     |  |
| <b>TOTALS</b> |         | <b>AL</b>    | <b>SL</b>  | <b>UH</b>           | <b>OTHER/JURY/PRES</b>                       |

EMPLOYEE: PRINT \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR: PRINT \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

VICE PRESIDENT/CHAIRPERSON/PRESIDENT'S OR DESIGNEE:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_