

# 2018 Leave Record

## Chapter 14

Telephone: (314) 339-1891

Note: Amount of annual leave earned each pay period depends upon your length of service as follows: Less than 3 years -- 4 hours; 3 - 15 years -- 6 hours (10 hours in last pay period); 15 years and over -- 8 hours. Enter under "annual leave" the amount of vacation leave you earn each pay period.



Chapter 14 • St. Louis, Missouri

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A - Annual CP - Compensatory Time CH - Credit Hours E - Excused  
 CL - Court S - Sick L - Leave without Pay H - Holiday ML - Military  
 F - Flex Day

2018 NFC PAY PERIODS	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD														ANNUAL LEAVE		SICK LEAVE		OTHER LEAVE		
	Example: If you are sick 4 hours, enter S4. If you take a day of annual leave, enter A8.														Carry Over	0.00	Carry Over	0.00	Carry Over	0.00	
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance	Earned/Used/Balance	Earned/Used/Balance				
1	Jan 7 - Jan 20								H								0.00		0.00		0.00
2	Jan 21 - Feb 3																0.00		0.00		0.00
3	Feb 4 - Feb 17																0.00		0.00		0.00
4	Feb 18 - Mar 3		H														0.00		0.00		0.00
5	Mar 4 - Mar 17																0.00		0.00		0.00
6	Mar 18 - Mar 31																0.00		0.00		0.00
7	Apr 1 - Apr 14																0.00		0.00		0.00
8	Apr 15 - Apr 28																0.00		0.00		0.00
9	Apr 29 - May 12																0.00		0.00		0.00
10	May 13 - May 26																0.00		0.00		0.00
11	May 27 - Jun 9		H														0.00		0.00		0.00
12	Jun 10 - Jun 23																0.00		0.00		0.00
13	Jun 24 - Jul 7										H						0.00		0.00		0.00
14	Jul 8 - Jul 21																0.00		0.00		0.00
15	Jul 22 - Aug 4																0.00		0.00		0.00
16	Aug 5 - Aug 18																0.00		0.00		0.00
17	Aug 19 - Sep 1																0.00		0.00		0.00
18	Sep 2 - Sep 15		H														0.00		0.00		0.00
19	Sep 16 - Sep 29																0.00		0.00		0.00
20	Sep 30 - Oct 13										H						0.00		0.00		0.00
21	Oct 14 - Oct 27																0.00		0.00		0.00
22	Oct 28 - Nov 10																0.00		0.00		0.00
23	Nov 11 - Nov 24		H										H				0.00		0.00		0.00
24	Nov 25 - Dec 8																0.00		0.00		0.00
25	Dec 9 - Dec 22																0.00		0.00		0.00
26	Dec 23 - Jan 5		H								H						0.00		0.00		0.00

<p><b>January</b></p> <table border="0"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	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				<p><b>February</b></p> <table border="0"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						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				<p><b>March</b></p> <table border="0"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S						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	<p><b>April</b></p> <table border="0"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	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						<p><b>May</b></p> <table border="0"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						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			<p><b>June</b></p> <table border="0"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S							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															
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