

Monthly Leave and Pay Adjustment Record

NAME			UNIVERSITY ID		
ORG-DEPT	BLDG	ROOM	CLASSIFICATION		

MASTER FILE KEY

Date	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Date	Hours	Code	Hours	Code	Hours	Code	Hours	Code
1									19								
2									20								
3									21								
4									22								
5									23								
6									24								
7									25								
8									26								
9									27								
10									28								
11									29								
12									30								
13									31								
14																	
15																	
16																	
17																	
18																	

SHIFT DIFFERENTIAL PAY

WEEK ENDING	SECOND SHIFT		THIRD SHIFT	
	Regular Hrs	Overtime Hrs	Regular Hrs	Overtime Hrs

Paid Leave Codes

- | | |
|-----------------------------------|--|
| 1 Vacation | 13 FMLA Bone Marrow Donor |
| 2 Sick Leave -- Regular | 17 FMLA Vascular Organ Donor |
| 3 Sick Leave -- Family Caregiving | 51 FMLA Vacation |
| 4 Sick Leave -- Funeral | 52 FMLA Sick Leave -- Regular |
| 5 Sick Leave -- Pallbearer | 53 FMLA Sick Leave -- Family Caregiving |
| 6 Sick Leave -- On-the-Job Injury | 55 FMLA Workers Comp -- Vacation |
| 7 Sick Leave -- Adoption | 56 FMLA Workers Comp -- Sick |
| 10 Jury Duty | 57 FMLA Sick Leave -- Adoption |
| 11 Military Leave | 58 FMLA Workers Comp -- Unpaid |
| 12 Bone Marrow Donor | 60 FMLA Vacation -- Military Exigency |
| 14 Vascular Organ Donor | 63 FMLA FCL -- Military Family Care |
| | 64 FMLA Vacation -- Military Family Care |

Pay Adjustments

- 20 Hours in Excess of Regular Schedule -- Paid at 1.5 x Regular Hourly Rate
- 21 Hours in Excess of Regular Schedule -- Paid at Regular Hourly Rate
- 22 Call Back Hours -- Paid at 1.5 x Regular Hourly Rate
- 23 Call Back Hours -- Paid at Regular Hourly Rate
- 24 Hours of Absence Without Pay
- 25 Standby Hours -- Paid at 10% of Regular Hourly Rate
- 26 Holiday Pay -- Paid at Regular Hourly Rate
- 28 Pharmacy Night Shift -- Paid at 10% of Regular Hourly Rate
- 29 FMLA Hours of Absence Without Pay
- 61 FMLA Unpaid -- Military Exigency
- 65 FMLA Unpaid -- Military Family Care

Compensatory Time

- 30 Compensatory Hours Earned
- 31 Compensatory Hours Taken
- 32 Compensatory Hours Paid
- 33 FMLA Regular Compensatory Hours

Holiday Compensatory Time

- 40 Holiday Compensatory Hours Earned
- 41 Holiday Compensatory Hours Taken
- 42 Holiday Compensatory Hours Paid
- 43 FMLA Holiday Compensatory Hours

HOLIDAY PAY

*** Merit Employees Only ***

- A. Premium Time due (Holiday hours worked X ½) _____
- B. Holiday hours actually worked _____
- C. TOTAL (A + B = Holiday Pay due) _____
- D. No. of hours from line C to be paid on next regular salary check.
(Enter on appropriate date above with Code 26)
- E. Subtract line D from line C. This is the number of Holiday
Compensatory Time hours earned. _____
(Enter on appropriate date above with Code 40)

I would like my Sick Leave transferred to Vacation:

- ☐ This Month Only ☐ Every Month Possible
- ☐ Cancel my election to transfer Sick Leave to Vacation.

I certify that I worked my regularly scheduled hours during the
month covered by this record except as indicated above.

Signature of Staff Member_____
Signature of Supervisor