2020 LEAVE CHART

Compliments of GEBA (Government Employees' Benefit Association, Inc.)

		DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD *Record your daily use of leave time below. (Example: if you are using sick hours, enter "S-8".)* *Calculate your balance per pay period in the charts on the right.*														ANNUAL Leave Carried Over_____			SICK Leave Carried Over_____			OTHER Leave Carried Over_____		
		SUN	MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance			Earned/Used/Balance			Earned/Used/Balance		
1	DEC 22-JAN 4				H							H												
2	JAN 5-JAN 18																		4					
3	JAN 19-FEB 1		H																4					
4	FEB 2-FEB 15																		4					
5	FEB 16-FEB 29		H																4					
6	MAR 1-MAR 14																		4					
7	MAR 15-MAR 28																		4					
8	MAR 29-APR 11																		4					
9	APR 12-APR 25																		4					
10	APR 26-MAY 9																		4					
11	MAY 10-MAY 23																		4					
12	MAY 24-JUN 6		H																4					
13	JUN 7-JUN 20																		4					
14	JUN 21-JUL 4													H					4					
15	JUL 5-JUL 18																		4					
16	JUL 19-AUG 1																		4					
17	AUG 2-AUG 15																		4					
18	AUG 16-AUG 29																		4					
19	AUG 30-SEP 12									H									4					
20	SEP 13-SEP 26																		4					
21	SEP 27-OCT 10																		4					
22	OCT 11-OCT 24		H																4					
23	OCT 25-NOV 7																		4					
24	NOV 8-NOV 21				H														4					
25	NOV 22-DEC 5					H													4					
26	DEC 6-DEC 19																		4					
1	DEC 20-JAN 2						H							H					4					

Leave Codes:	H	A	S	C	L	E	M	X	F
	Holiday	Annual Leave	Sick Leave	Court	Leave w/o Pay	Excused	Military	Credit Hours	Flex Time