THE NEW SCHOOL
A UNIVERSITY

Office of Human Resources

Fiscal Year 2011-2012 Fourth Quarter Leave Report April 1, 2012 – June 30, 2012

Provided is the Administrative Staff Leave Report Form for Fourth Quarter of Fiscal Year 11/12 (April 1, 2012 – June 30, 2012). This form will assist your department/division and the Human Resources Department in tracking accrual and usage of vacation leave and floating holidays. You must submit this form to your Dean (Director) in sufficient time for that individual's signature and for submission by that office to the Human Resources Department. If you have any questions regarding time reporting, please call Human Resources Department at 212-229-5671. The report must be submitted by July 3, 2012.

This year's University Friday Summer Close Schedule for administrative departments are as follow: ➢ June 15 ➢ June 22 ➢ June 29

Employees may use vacation and/or holiday leave to cover the Fridays OR must work a minimum of 35 hours in the week prior to the closed Fridays.

☐ **Full-Time Admin. Employee** ☐ **Part-Time Admin. Employee (Please indicate the number of hours taken for any Leave time.)**

Employee ID: N Last Name:(please print) _____ First Name: _____

Please indicate leave time taken for each day according to the following codes:

V- Vacation	F- Floating Holiday	H- School Holiday	S- Sick Leave
B- Bereavement	L- Leave Without Pay	O- Other* Please explain	For SF (Summer Friday) indicate: W= Worked hrs during week OR VAC OR FH

April

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					

May

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 H	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 SF?	16
17	18	19	20	21	22 SF?	23
24	5	26	27	28	29 SF?	30

Total VAC days _____ **Total FH days** _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Please return to Office of Human Resources at 79 Fifth Ave., 18th Floor by July 3, 2012.