

**Office of Human Resources**

Fiscal Year 2009-2010 Second Quarter Leave Report

October 1, 2009 – December 31, 2009

Provided is the Administrative Staff Leave Report Form for **2nd Quarter of Fiscal Year 09/10** (October 1, 2009 – December 31, 2009). 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 **January 6, 2010**.

This year the university will be closed from Wednesday, December 23, 2009, and reopening Monday, January 4, 2010. You will have to use **Holiday/Vacation leave accruals to cover two days this year, the 23<sup>rd</sup> and 28<sup>th</sup> of December**, the University is granting four days; December 24<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> as additional vacation time. Friday, December 25<sup>th</sup> and Friday, January 1<sup>st</sup> are official University Holidays. Any employee who does not have the requisite two vacation/holiday credit days will be advanced the two days against future vacation leave accruals.

**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	

**OCTOBER**

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

**NOVEMBER**

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 H	27 H	28
29	30					

**DECEMBER**

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 V or F	24 H	25 H	26
27	28 V or F	29 H	30 H	31 H		

Total VAC days

Total FH days

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Divisional/Departmental Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to Office of Human Resources at 79 Fifth Ave., 18th Floor by January 6, 2010