THE NEW SCHOOL
A UNIVERSITY

Human Resources Department

FISCAL YEAR 2006-07 FIRST QUARTER LEAVE REPORT

Provided is the Administrative Staff Leave Report Form for **First Quarter of Fiscal Year 06/07** (July 1, 2006 – September 30, 2006). This form will assist your department/division and the Human Resources Department in tracking accrual and usage of vacation leave and floating holidays. Your completed quarterly leave report form must be returned to the Human Resources Department by October 12, 2006. 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.

This year the university will have a **Friday Summer Close Schedule** for all administrative departments. Offices will be closed on the following Fridays during the first quarter:

- July 7
- July 14
- July 21
- July 28
- August 4
- August 11

Employees may use vacation and/or holiday leave to cover the Fridays or must work a total of 35 hours in 4 days of each of the Friday close weeks to cover the days off (for the week July 3rd week, employees must work 17.5). For offices that must remain open 5 days each week, staff may elect, at the discretion of the office director, to take Mondays instead of Fridays.

If you have any questions regarding time reporting, please call Human Resources Department at 212/229-5671, extension 4945.

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

	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
JULY			H	H																					
AUG																									
SEP				H																					

	26	27	28	29	30	31	V	F
JULY								
AUG								
SEP								
Grand Total								

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	

***Fridays Off Schedule** – select either vacation or floating day if you are not working 35 hours in that week.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Please return to Human Resources Office at 80 Fifth Ave., 4th Floor by October 12, 2006.