THE NEW SCHOOL
A UNIVERSITY

Office of Human Resources

Fiscal Year 2007-08 Second Quarter Leave Report
October 1, 2007 – December 31, 2007

Provided is the Administrative Staff Leave Report Form for 2nd Quarter of Fiscal Year 07/08 (October 1, 2007 – December 31, 2007). 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 8, 2008.

This year the university will be closed from Saturday, December 23, 2007 and reopening Wednesday 2, 2007. All administrative employees will be given December 24th, 28th and 31st as additional holidays, this year only. Vacation leave or floating holiday leave MUST be used for December 26, and 27 2006. Any employee who does not have the requisite two vacation/holiday credit days will be advanced the two days against future vacation leave accruals.

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 H	23 H	24
25	26	27	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	24 H	25 H	26 FH V	27 FH V	28 H	29
30	31 H					

☐ **Part-Time Admin. Employee**

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 January 8, 2008 .