

Human Resources Department

FISCAL YEAR 2005-06 FIRST QUARTER LEAVE REPORT

Provided is the Administrative Staff Leave Report Form for First Quarter of Fiscal Year 05/06 (July 1, 2005 – September 30, 2005). 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 7, 2005. 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 22

➤ July 1
➤ July 8
➤ July 15
➤ August 5
➤ August 12

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 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								Las	t Nam	ne:(plea	ase prir	nt)							First	Name	e:					
		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				Н																					
	ALIC																									

	26	27	28	29	30	31	V	F
JULY								
AUG								
SEP								

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 7, 2005.