THE NEW SCHOOL
A UNIVERSITY

Human Resources Department

FISCAL YEAR 2005-06 SECOND QUARTER LEAVE REPORT

October 1, 2005 – December 31, 2005

Provided is the Administrative Staff Leave Report Form for Second Quarter of Fiscal Year 05/06 (October 1, 2005 – December 31, 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 January 13, 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 be closed from Saturday, December 24, 2005 through Monday, January 2, 2006. All full-time administrative employees will be given December 26, 29, and 30 as holidays, this year only. Vacation leave or floating holiday leave MUST be used for December 27, and 28, 2005. Any employee who does not have the requisite two vacation/holiday credit days will be advanced the two days against future vacation leave accruals.

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
OCT																									
NOV																								H	H
DEC																									

	26	27		28		29	30	31	V	F
OCT										
NOV										
DEC	H	*V	*F	*V	*F	H	H			
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	

***For Dec. 27th, & 28th 2005** – Circle one: either **V**acation or **F**loating Holiday.

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 January 13, 2006.