THE NEW SCHOOL
A UNIVERSITY

Office of Human Resources

FISCAL YEAR 2006-07 SECOND QUARTER LEAVE REPORT

October 1, 2006 – December 31, 2006

Provided is the Administrative Staff Leave Report Form for Second Quarter of Fiscal Year 06/07 (October 1, 2006 – December 31, 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 January 12, 2007. 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 23, 2006 through Monday, January 1, 2007. All full-time administrative employees will be given December 28 and 29 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.

If you have any questions regarding time reporting, please call Human Resources Department at 212/229-5671 ext. 4940

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																									H

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

***For Dec. 26th & 27th 2006** – Circle one: either **V**acation or **F**loating Holiday.

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	

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Please return to Office of Human Resources at 80 Fifth Ave., 4th Floor by January 12, 2007.