

Human Resources Department

FISCAL YEAR 2005-06 THIRD QUARTER LEAVE REPORT

January 1, 2006 – March 31, 2006

Provided is the Administrative Staff Leave Report Form for **Third Quarter of Fiscal Year 05/06** (January 1, 2006 – March 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 April 14, 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.

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
JAN		Н														Н									
FEB																				Н					
MAR																									
	26	27	28	29	30	31	V	F	PI	lease	indica	te leave	e time	e take	n for e	ach d	ay acc	ording	to the	e follo	wing c	odes:			
JAN											V- Vacation			F- Floating Holiday			H- School Holiday				S- Sick Leave				
FEB											B- Bere	avement	t L-	Leave	Without	Pay	O- Other* Please explain						-		
MAR													•												
Grand Total																									
Employee's Signature:																_	Date:								
	Supervisor's Signature:															Date:									
						Dean'	s Sign	ature:_											Date:						

Please return to Human Resources Office at 80 Fifth Ave., 4th Floor by April 14, 2006.